January 2016

Faculty Handbook

(Next update May 2016)
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I. THE UNIVERSITY

History

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 as an extension of William and Mary in Williamsburg, Virginia and Virginia Polytechnic Institute in Blacksburg, Virginia, Old Dominion began educating teachers and engineers. The two-year school rapidly evolved into a full four-year institution, 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 of Visitors to approve the name change to Old Dominion University. Now Old Dominion is a powerhouse for higher education with six colleges: Arts and Letters, Business and Public Administration, Education, Engineering and Technology, Health Sciences and Sciences. Old Dominion has offered master's degrees since 1964 and Ph.D.s since 1971. Students currently choose from 69 baccalaureate programs, 55 master's programs, two education specialist programs and 41 doctoral programs. The University has achieved designation 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 of the University

Mission

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.

Background

Old Dominion University is located in Hampton Roads, one of the world's major seaports. Since the early seventeenth century, Hampton Roads has been the state's gateway to the rest of the world and the world's gateway to Virginia in commerce and industry, in recreation and culture, and in national security. Now a complex of seven major cities, it is a microcosm of the opportunities and challenges of contemporary urban America. It is also a major center for research and development and a home for extensive scientific and technological activities in marine science, aerospace, ship design and construction, advanced electronics, and nuclear physics.

The university takes its unique character from Hampton Roads as it provides leadership to the state and nation in teaching, research, and service. Thus the university has a special mission for the Commonwealth in commerce, and in international affairs and cultures. It has a significant commitment in science, engineering and technology, particularly in fields of major importance to the region. As a metropolitan institution, the university places particular emphasis upon urban issues, including education and health care, and upon fine and performing arts.

As one of America's major ports, Hampton Roads is the locus of national and international military commands, and the home of a culturally diverse population. The university therefore has natural strengths in activities having international outreach. Faculty members in such fields as business, economics, international studies, geography and the sciences strive to design curricula, teach courses, and encourage foreign exchanges that enhance the university's role as Virginia's international institution.

The Hampton Roads scientific environment provides special opportunities for science and engineering faculty to emphasize research and graduate programs in such fields as marine science, aerospace, and advanced electronics. Global ocean studies and cooperative research at NASA receive particular attention, as university researchers collaborate with U.S. and foreign engineers and scientists.

Urban issues are addressed by programs in public administration, education, the social sciences, and the health professions. The richness of Hampton Roads' artistic life gives great vitality to the university's programs in the visual arts, music, theater, and dance.

Mission Support

Old Dominion University serves the needs of several internal and external constituents with its resources. These include: current and prospective students seeking undergraduate, graduate, and continuing education programs; business and industry; government agencies at all levels; the military; research organizations; and the community at large regionally, state-wide, nationally, and internationally. These constituencies are discussed in greater detail in the following paragraphs.

Old Dominion University offers a wide array of undergraduate programs, all of which meet national standards of excellence. Every Old Dominion undergraduate student follows a general education program that is designed to develop the intellectual skills of critical thinking and problem solving and to encompass the breadth of understanding needed for personal growth and achievement and for responsible citizenship. This general education program places special emphasis upon appreciation of the arts and upon understanding the perspectives of women, minorities, and non Western cultures. Each undergraduate chooses a major program in the liberal arts or sciences or in a technological or professional field.

Old Dominion University's graduate offerings are focused on society's need for advanced professional education and on specialized programs at the master's and doctoral levels for which the institution is prepared through unusual strength of faculty or special geographic advantages. All graduate programs meet national standards of excellence.

As a national leader in the field of technology-delivered distance learning, the university strives to enhance the quality of the educational experience, wherever education is delivered, by applying emerging technologies; it also supports research to explore the impact of these technologies on the teaching-learning process. By utilizing these technologies and by partnering with institutions of higher education, corporations, and governmental entities, the university is able to provide undergraduate and graduate degree programs to students across time and geographic boundaries.

Because of its commitment to Hampton Roads and its emphasis on creative innovation, Old Dominion University offers life long learning opportunities through credit and non credit courses and brings educational services and programs to the people of Hampton Roads at several off campus centers. The university has a responsibility to serve the many members of the military services and their families. The military forms a unique combination of national and international
constituents because they are from other locales in the United States and are looking to become, among other things, internationally capable in an international environment.

As a center of learning, Old Dominion University is committed to the principle of free inquiry. The university faculty of distinguished teacher scholars seek to pass on the best in academic tradition while establishing themselves at the forefront of discovery and creativity. As partners in the development of the university's future, the faculty enjoy full academic freedom and have a recognized role in the decision making process of the university. Mindful of present and future needs for a multicultural academic climate, the university deems recruitment and retention of minority and women faculty members and staff to be essential.

The university is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

The discovery of new knowledge through research and creative endeavor is a central function of Old Dominion University, which values and supports faculty participation in the discovery, synthesis, application and creation of new knowledge and art forms. The institution shall promote and preserve excellence in basic and applied research as a Carnegie Foundation Doctoral Research-Extensive University which is a key production and coordination force in technology development.

The university encourages the involvement of its faculty and staff in community service. The enrichment of the lives of students and residents of Hampton Roads is fostered through university sponsored cultural activities, fine and performing arts events, and intercollegiate athletics. In addition, through applied research, consulting, and other activities, the university plays a prominent role in the development of local business and industry and serves as a resource to government agencies and both public and private educational institutions.

The university seeks in its student body a diversity of age, gender, ethnic, religious, social, and national backgrounds. It actively recruits American minority students along with students from other countries worldwide in such numbers as to have their presence make a discernible impact upon the university's educational processes. Old Dominion recognizes its mandate to serve both the academically gifted and those who have the potential for academic success despite educational, social, or economic disadvantages.

Extracurricular activities and experiences are offered that challenge students to develop a personal system of values, to think and act autonomously, to achieve physical competence, and to establish a sense of their own identity. Other services help students meet educational, personal, and health needs.

Old Dominion University depends on its alumni for advice, leadership, and support. In close collaboration with the university, the Alumni Association provides to former students opportunities to continue their participation in various aspects of university life, to advance their personal and professional development, and to sustain communication and strengthen bonds with their alma mater and fellow alumni.

To evaluate its accomplishments against its goals, a continuing process of systematic assessment is given high priority by the university. Information gained from such efforts is utilized to ensure the highest possible quality for all university programs. The Board of Visitors will conduct a periodic review of the university's mission and major goals in conjunction with representatives of the major university constituencies. The review will ensure that the mission clearly identifies the university's unique role in Virginia's public higher education system and assures that the university is focusing its resources to be the best that it can be in that role to achieve its mission and accomplish the major goals.

- Adopted by the Board of Visitors June 10, 1971  
Revised June 18, 1987  
Revised January 17, 1989  
Revised April 15, 1999  
Revised June 14, 2002  
Revised April 8, 2010
Major Goals of the University

1. Students.

Old Dominion University is a selective admission institution. The university strives to serve those students in the immediate geographical area as well as attract students from the national and international communities. Additionally, the university seeks to attract and serve a culturally and ethnically diverse student body. The university pays particular attention to identifying and admitting students who are academically gifted. As a major metropolitan university, Old Dominion University has a special commitment to serve those students who have been academically, socially, or economically disadvantaged, but who have the potential for academic success.

2. Faculty.

Old Dominion University seeks to attract and retain a distinguished faculty of teacher-scholars. Its' faculty enjoy academic freedom and have a recognized role in the decision-making process of the university. The university is committed to strengthening its faculty through the recruitment and retention of minorities and women.

3. Academic Programs.

UNDERGRADUATE PROGRAMS. As a comprehensive university, Old Dominion University offers and develops quality liberal arts, science, technology and professional programs. Old Dominion University undergraduate students follow a general education program that emphasizes intellectual skills and the breadth of intercultural understanding necessary for personal growth and achievement and responsible citizenship. All Old Dominion University degree programs meet national standards of excellence.

GRADUATE PROGRAMS. Old Dominion University's graduate offerings are focused on society’s need for advanced professional education and on specialized programs at the master's and doctoral levels for which the institution is prepared through unusual strength of faculty or special geographic advantages. In selected graduate programs, the university aspires to international leadership.

SPECIAL EMPHASIS AREAS. Because Hampton Roads is a major international maritime and commerce center that is Virginia’s window to the nation and world, the university has a special mission for the Commonwealth in commerce, and in international affairs and cultures. With the principal marine and aerospace activities of the Commonwealth concentrated in Hampton Roads, the university has a significant commitment to science, engineering and technology, specifically in marine science, aerospace and other fields of major importance to the region. Due to its location in a large metropolitan area, Old Dominion University places particular emphasis on urban issues, including education and health care, and on fine and performing arts.

4. Teaching.

Old Dominion University is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

5. Research, Scholarship and Creativity.

Old Dominion University is a center of learning committed to the principle of free inquiry. The university seeks to participate in the acquisition, discovery, synthesis, application, and creation of new knowledge and art forms through research, scholarly endeavor and creative undertakings by faculty and students. In selected areas of research, scholarship and creativity, the university strives for international recognition.

6. Distance Learning.

As a national leader in the field of technology-delivered distance learning, Old Dominion University is committed to providing academic programs to a diverse national and international population. The university seeks partnerships and alliances that will facilitate delivering those programs to place-bound students.

7. Life-long Learning.

Old Dominion University is committed to the concept of life-long learning, and offers credit and non-credit courses throughout the region. The university seeks to develop off-campus centers to bring educational services and programs to the citizens of the region. Because of the major Armed Forces presence in Hampton Roads, the university is particularly cognizant of its responsibility to serve members of the military services and their families.

8. Community Service.

Community service is an important part of the university’s mission. Particular importance is attached to the enrichment of the lives of students and residents of Hampton Roads through university cultural activities, fine and performing arts events, and recreational, intramural and intercollegiate athletics. The university acts as a resource to business, industrial, health care and educational organizations, as well as to the agencies of local, state and federal government. The university is committed through applied research, consulting and other activities to playing a major role in advancing the overall development of Hampton Roads.
9. **Student Life.**
   The university provides opportunities for student development outside of the classroom. Programs are offered to enhance personal and social growth of individual students, to provide an exciting and stimulating collegiate environment and to enable students to cope with educational, career, and health needs. Students choosing to live in on-campus housing benefit from programs especially designed to promote student educational and personal development.

10. **Alumni.**
    Alumni are an important part of the university community. Through outreach programs, participation on advisory committees, and a variety of professional and social activities, the university maintains a close relationship with its alumni and seeks alumni involvement and support for planning and development purposes.

11. **Quality.**
    Improvement of the university is a continual process. The foregoing goals provide criteria for the rigorous and regular evaluation of the quality, pertinence and effectiveness of academic and other university programs. These goals also provide criteria for the assessment of student achievement and the performance of members of the faculty, administration, and staff.

   - Adopted by the Board of Visitors
   January 17, 1989
   Revised April 15, 1999
   Revised December 9, 1999
Code of Ethics

Policy. #1002

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: January 31, 2013

A. PURPOSE
The purpose of this policy is to establish the University's Code of Ethics, which strives to demonstrate the University's commitment to ethics and adherence to all applicable laws, regulations and University policies.

B. AUTHORITY
Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS
Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

D. SCOPE
This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT
Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The Code of Ethics is a set of values-based statements that demonstrate the University's commitment to this goal. All University employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution are expected to adhere to the following Code of Ethics.

Old Dominion University
Code of Ethics

1. We will maintain the highest level of ethical standards, and comply with all applicable State and Federal laws and regulations and University policies.
2. We will protect the integrity of all University business and transactions by avoiding engagement in any actions (directly or indirectly) that are inconsistent with the State and Local Government Conflict of Interests Act or Virginia Public Procurement Act. We will avoid even the appearance of a conflict of interest.
3. We will adhere to policies and programs that promote the highest standards of ethics, integrity and professional practices in the performance of our educational, research, scholarly and community outreach activities.
4. We will adopt policies and programs supporting the rights and recognizing the needs of all citizens regardless of race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, genetic information, or political affiliation.
5. We will maintain and protect the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
6. We will not use University funds, property, equipment, or services, or things of value for or in aid of political parties or candidates for public office.
7. We will not use University funds, property, equipment, services, systems, information, time and effort or our position for personal gain. We will protect the University's assets and resources and ensure their proper use by preventing theft, carelessness and waste. We will promote efficient, effective and economical means of accomplishing tasks.
8. We will adhere to the principle that the public’s business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
9. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
10. We will comply with the University’s accounting policies and procedures and maintain strong internal controls at all times. We will not make any false or misleading entries in the University’s records under any circumstances.
11. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.
12. We will nurture a climate of care, concern, and civility towards others.
13. We will report through appropriate means and channels any dishonesty, fraud, misconduct, violations or neglect of duty, when discovered. We will appropriately investigate all such reports and require warranted corrective action and discipline, in accordance with University policies and procedures and the law.

F. PROCEDURES
Supervisors are responsible for notifying employees of, and monitoring their adherence to, the Code of Ethics. The Office of Human Resources will send an annual notification of the obligation of all employees to adhere to the Code of Ethics.
The Department of Procurement Services will add a reference to the University’s Code of Ethics in all contracts and solicitations.

G. RESPONSIBLE OFFICER
Director of Human Resources

H. RELATED INFORMATION
Family Educational Right to Privacy Act (FERPA) [http://epic.org/privacy/education/ferpa.html]
Hatch Act for State and Local Employees [http://www.osc.gov/hahelpfulInformStateSeparate.htm]
State and Local Government Conflict of Interests Act, Virginia Code Section 2.2-3100, et seq., as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?700+cod+TOC0202000003100000000000]
Virginia Public Procurement Act, Virginia Code Section 2-2-4300, et seq., as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC0202000004300000000000]
Virginia Freedom of Information Act, Virginia Code Section 2.2-3700, et seq., as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC0202000003700000000000]
Old Dominion University Board of Visitors Policy 1011 – Freedom of Expression [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1000/bov1011]
Old Dominion University Board of Visitors Policy 1013 – Firearms, Weapons, and Certain Related Devices [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1000/bov1013]
Old Dominion University Board of Visitors Policy 1014 – Threat Assessment [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1000/bov1014]
Old Dominion University Board of Visitors Policy 1210 – Authority to Act on Behalf of the University [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1200/bov1210]
Old Dominion University Board of Visitors Policy 1240 – Resolution Concerning Employment [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1200/bov1240]
Old Dominion University Board of Visitors Policy 1403 – Academic Freedom [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1400/bov1403]
Old Dominion University Board of Visitors Policy 1404 – Professional Ethics [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1400/bov1404]
Old Dominion University Board of Visitors Policy 1426 – Policy for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1400/bov1426]
Old Dominion University Board of Visitors Policy 1450 – Faculty Sanctions [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1400/bov1450]
Old Dominion University Board of Visitors Policy 1470 – Faculty Grievance Policy [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1400/bov1470]
Old Dominion University Board of Visitors Policy 1502 – Student Rights and Freedoms [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1500/bov1502]
Old Dominion University Board of Visitors Policy 1520 – Proscribed Behavior for Students and Student Organizations [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1500/1520]
Old Dominion University Board of Visitors Policy 1530 – Code of Student Conduct [http://www.odu.edu/about/policiesandprocedures/bovpolicies/bov1500/1530]
University Policy 3003 – Detection, Investigation and Reporting of Fraud and Misuse of University Property/Funds [http://www.odu.edu/ao/polnproc/pdfs/3003.pdf]
University Policy 3231 – Use of Skateboards, Roller Blades/Skates, or Other Recreational Devices on University Property [http://ww2.odu.edu/ao/polnproc/pdfs/3231.pdf]
Old Dominion University Faculty Handbook [http://www.odu.edu/ao/facultyhandbook/index.php]
Old Dominion University Classified Employee Guidebook [http://www.odu.edu/ao/humanresources/forms/classifiedguidebook.pdf]
Monarch Creed [http://studentaffairs.odu.edu/oscai/creed.shtml]

- Approved by the president
January 1, 2007
University Governance

1. The university governance system consists of two major representative bodies, the Faculty Senate and the Student Senate.
   
   A. The Faculty Senate is a governance body representing the faculty of the university and is constituted as provided in the Faculty Senate's Constitution and Bylaws. The faculty of the university, by virtue of their particular competence, are essential participants in the development and implementation of academic policy. The Faculty Senate is the representative body of the faculty. As such, it shall exercise the authority of the faculty with respect to policy on academic matters and the professional affairs of faculty.
   
   B. The Student Senate is a governance body representing the students of the university and is constituted as provided in the Student Senate's Constitution. As the representative body of the students, the Student Senate shall promote and advise the administration on the development of student-related programs and services and may make recommendations to the Board of Visitors, the president and other administrative officers on student-related matters.

   - Approved by the Board of Visitors
   August 9, 1979
   Revised June 19, 1986

The Faculty Senate will be afforded the opportunity to make timely comment upon policy matters that directly relate to the traditional responsibilities of faculty, for example, issues related to curriculum and academic standards, etc.

   - Approved by the president
   July 28, 1997

Consultative and Deliberative Bodies

In addition to the two major bodies, several other bodies function in an advisory manner to the president and other administrators, faculty and student leaders, and the major governance bodies themselves. The additional bodies include the following:

- The Provost's Council, which assists the provost and vice president for academic affairs in the development of policies, procedures, and future directions in academic programming.
- The Faculty Forum, which includes all members of the faculty under full-time teaching and research contracts and all professional librarians at Old Dominion University.
- The Student Forum, which includes all students enrolled in the university.

   All consultative and deliberative bodies serve in an advisory capacity to the president. The president is an ex officio member of all such bodies.

   The constitution and bylaws of the Faculty Senate are contained in the appendix of this handbook.
University Organizational Chart

Please see: http://www.odu.edu/content/dam/odu/admin/univ/docs/odu-organizational-chart.pdf
II. THE FACULTY

Resolution Concerning Employment

WHEREAS, Old Dominion University has enjoyed a strong and appropriate relationship with elected officials at all levels of government; local, state and federal; and

WHEREAS, Old Dominion University has enjoyed strong and appropriate relationships with business leaders, contractors, foundation and funding agency directors; and

WHEREAS, the unique nature of elected office and executive leadership provides an expertise to otherwise qualified individuals that fit within the curriculum of the colleges within the University; and

WHEREAS, Old Dominion University has in the past employed elected and former elected officials in teaching and administrative positions; for example former United States Congressman William Whitehurst in teaching and former United States Senator William Spong as interim President; and

WHEREAS, not withstanding the pedagogical benefits to students, hiring or contracting practices with a current or former elected official, or executives of governmental agencies doing business with Old Dominion University must be transparent and clearly defined;

THEREFORE, BE IT RESOLVED, that all future employment of persons by the University, in a non-tenure track position, who serve as elected public officials, or former elected officials at any level of government, and executives of governmental agencies, shall occur only on condition that the appropriate hiring and/or procurement processes have been carefully and faithfully followed in each case; and

BE IT RESOLVED, that all such proposed hires or contracts as aforesaid, shall require approval of the President, or his specific designee, and shall be brought to the attention of the Board of Visitors, to ensure compliance with applicable state and federal law, and University requirements; and

BE IT FURTHER RESOLVED, that University Counsel is directed to seek amendments to all University contracts with affiliated corporations, to require that any hire of, or contract with, elected officials, former elected officials, and executives of governmental agencies be scrutinized with special care to ensure that each such hire is open, appropriate, and necessary to the operation of the affiliated corporation.

- Approved by the Board of Visitors
  September 17, 2009
Hiring Procedures for Instructional and Administrative Faculty

Old Dominion University is committed to a policy of positive affirmative action in the recruitment of women and minorities and of nondiscrimination in employment practices. Faculty and faculty administrator/faculty professional hiring is to be conducted in accordance with the laws of the United States of America; the laws of the Commonwealth of Virginia; the mission of Old Dominion University; and the Affirmative Action plan of Old Dominion University. Equal opportunity for employment shall be provided to all applicants on the basis of their demonstrated ability and competence without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status.

Forms to be used in hiring instructional and administrative faculty are available at the Equal Opportunity/Affirmative Action web site at www.odu.edu/eoaa [http://www.odu.edu/eoaa].

I. Normal Hires

A. Position allocation. All instructional and administrative faculty positions should be approved by the appropriate vice president prior to recruiting. The Position Allocation Request Form (Form 1 or 1A) should be completed and submitted. Form 1 should be used for instructional faculty positions and Form 1A for faculty administrator/faculty professional positions.

B. Position advertisement. After receipt of an approved Form 1 or 1A, complete and submit Form 2, Request for Advertising a Faculty/Faculty Administrative Position, to the academic services analyst in the Office of Academic Affairs. A copy of the position advertisement must accompany Form 2.
   1. The academic services analyst will place all advertisements.
   2. All advertisements will be placed in the Chronicle of Higher Education unless exemption has been requested using Form 2 and approved by the director of equal opportunity-affirmative action.
   3. A request for exceptional advertising funds may be made using Form 2.
   4. For questions concerning advertising, contact the academic services analyst in the Office of Academic Affairs. Questions about advertisement content should be referred to the director of equal opportunity-affirmative action.

C. Search committee. The department chair or unit director should appoint a search committee to review applications and select interview candidates.
   1. The individual(s) conducting the search should make arrangements for the director of equal opportunity-affirmative action and/or the vice provost to meet with the search committee chair to discuss the position and to clarify appropriate recruiting procedures.
   2. After applications arrive, the search committee chair should send the Data Gathering Letter (Form 3) and a postage paid envelope to all applicants. The letter and envelope may be obtained from the Office of Equal Opportunity/Affirmative Action (EO/AA).

D. Final interview pool. After agreement has been reached on the applicants to be included in the final interview pool, the following steps should be taken.
   1. The credentials of the applicants in the final interview pool must be verified using Form 4, Verification of Credentials Form.
   2. The Interview Selection Form (Form 5) and the vitae of those to be interviewed should be submitted to the EO/AA Office via the dean or vice president. The EO/AA director may request completion of Form 6, Non-Selection of Minority and Female Candidates.
      Interviews may be scheduled once Form 5 has been approved by the dean or vice president and submitted to the EO/AA Office. The EO/AA director has five working days to respond and may recommend additional candidates to be included in the final interview pool.

E. Final interviews. Once the interviews have been conducted and a candidate has been selected, the dean (for instructional faculty positions) or the appropriate vice president (for administrative positions) may authorize that an informal offer be made to the individual selected. Once a candidate has accepted an informal offer, the following steps must be taken to initiate the formal offer of appointment.
   1. Submit Form 7, Authorization for Securing Instructional Faculty or Form 7A, Authorization for Securing Administrative and Professional Faculty.
   2. Submit Form 8, Recommendation for Reduction in Probationary Period, if applicable (for tenure-track faculty only).
4. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.

F. **Moving and relocation expenses.** If assistance with moving and relocation expenses is to be offered to the candidate, the Request to Authorize Moving and Relocation Expenses, Form 11, must be submitted. Due to budgetary constraints, the University is able to offer reimbursement of moving expenses to tenure-track faculty and senior-level administrators only.

II. **Internal Searches (for faculty administrator and faculty professional searches only)**

Internal searches may be conducted when a sufficient pool of potential candidates exists. When appropriate, faculty should participate in internal searches.

A. **Position allocation.** Submit Form 1A.

B. **Permission for internal search.** Submit Form 10, Permission to Conduct an Internal Search, to the president.

C. **Position advertisement.** After receipt of an approved Form 1A and an approved Form 10, prepare the advertisement for the position and forward the advertisement to the academic services analyst to be posted on the University's website for a period of at least two weeks.

D. **Search committee.** The department chair or unit director should appoint a search committee to review applications and select interview candidates.
   1. The individual(s) conducting the search should make arrangements for the director of equal opportunity/affirmative action and/or the vice provost to meet with the search committee chair to discuss the position and to clarify appropriate recruiting procedures.

E. **Final interview pool.** After agreement has been reached on the applicants to be included in the final interview pool, the following steps must be taken.
   1. The Interview Selection Form (Form 5) and the vitae of those to be interviewed should be submitted to the EO/AA Office via the dean or vice president. The EO/AA director may request completion of Form 6, Non-Selection of Minority and Female Candidates.

   Interviews may be scheduled once Form 5 has been approved by the dean or vice president and submitted to the EO/AA Office. The EO/AA director has five working days to respond and may recommend additional candidates to be included in the final interview pool.

F. **Final interviews.** Once the interviews have been conducted and a candidate has been selected, the appropriate vice president may authorize that an informal offer be made to the individual selected. Once a candidate has accepted an informal offer, the following steps must be taken to initiate the formal offer of appointment.
   1. Submit Form 7A, Authorization for Securing Administrative and Professional Faculty
   3. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.

III. **Exceptional Opportunities**

A. The president consults with the appropriate chairs and faculty, dean, provost and vice president for academic affairs, and director of equal opportunity/affirmative action about a special opportunity to hire an exceptionally well-qualified candidate for a faculty or faculty administrative position without conducting a search.

B. The president requests approval from the Executive Committee of the Board of Visitors to proceed without conducting a search.

C. If approval is received from the Executive Committee of the Board of Visitors, the president or designee may make an informal offer to the candidate. Once the candidate accepts the informal offer, the following steps must be taken to initiate the formal offer of appointment.
   1. Submit Form 7, Authorization for Securing Instructional Faculty or Form 7A, Authorization for Securing Administrative and Professional Faculty.
   2. Submit Form 8, Recommendation for Reduction in Probationary Period, if applicable (for tenure-track faculty only).
   3. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.

D. If assistance with moving and relocation expenses is to be offered to the candidate, the Request to Authorize Moving and Relocation Expenses, Form 11, must be submitted.

IV. **Spousal Hiring**
A. The vice president responsible for the search in which the spouse of an external candidate is a professional in an area of identified need requests of the president that the spouse be hired.
   1. The vice president must determine if sufficient funds are available and demonstrate that the spouse is sufficiently qualified to have been a finalist in an external search if one were conducted for the position into which the spouse is to be hired.
   2. The vice president must demonstrate that the candidate fits the hiring needs and strategic plan of the department.
B. The president consults with the appropriate chairs and faculty, dean, provost and vice president for academic affairs, and director of equal opportunity/affirmative action.
C. If approval is received from the president, the vice president or designee may make an informal offer to the candidate. Once the candidate accepts the informal offer, the following steps must be taken to initiate the formal offer of appointment.
   1. Submit Form 7, Authorization for Securing Instructional Faculty or Form 7A, Authorization for Securing Administrative and Professional Faculty.
   2. Submit Form 8, Recommendation for Reduction in Probationary Period, if applicable (for tenure-track faculty only).
   3. The Office of Academic Affairs will issue the formal offer of employment, which is a written notice of appointment.
D. If assistance with moving and relocation expenses is to be offered to the candidate, the Request to Authorize Moving and Relocation Expenses, Form 11, must be submitted.

- Approved by the provost and vice president for academic affairs
  October 1, 2004
- Revised and approved by the president
  May 17, 2010
Academic and Professional Preparation Requirements for Faculty

I. Old Dominion University's academic and professional preparation requirements for full-time and part-time faculty conform to the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools.

A. It is expected that the University will employ faculty members whose highest earned degree presented as the credential qualifying the faculty member to teach at the University is from a regionally accredited university.

1. If the University employs a faculty member whose highest earned degree is from a non-regionally accredited university within the United States or an institution outside the United States, the University must show evidence that the faculty member has the appropriate academic preparation.

2. The University must ensure that each faculty member employed is proficient in oral and written communication in the language in which assigned courses will be taught.

II. Guidelines

A. Undergraduate: Each full-time and part-time faculty member teaching courses leading to a baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold a master's degree with a major in the teaching discipline. Graduate teaching assistants teaching such courses must have completed a master's degree in the teaching discipline or have completed 18 graduate hours in the discipline, receive regular in-service training and periodic evaluations, and have direct supervision by a faculty member experienced in the teaching area. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis. Interdisciplinary courses may be taught by faculty members qualified in a related discipline.

B. Graduate: Each full-time and part-time faculty member teaching courses at the master's or specialist degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline and hold graduate certification from a college. In some instances, the master's degree may be the terminal degree; in others, a master's degree in the discipline coupled with a doctoral degree in a related discipline is considered appropriate.

1. It is the responsibility of the department appointing the part-time faculty member to justify the master's degree, or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines.

2. All faculty members teaching courses at the doctoral degree level must hold the earned doctorate in the teaching discipline or a related discipline. Public health program faculty who hold a terminal practice degree, i.e. J.D., M.D., Pharm.D., D.D.S., etc., and possess the knowledge and current practice experience could be certified to teach in the public health graduate programs.

3. In unusual cases, faculty members who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials may be approved as graduate faculty. Evidence of competence or academic credentials other than the doctorate in the discipline for graduate faculty must be presented as justification for employment.

C. Credentials Required: It is the responsibility of the University to keep on file, for all full-time and part-time faculty members, documentation of academic preparation, such as official transcripts, and, if appropriate for demonstrating competence, official documentation of professional or work experience, technical and performance competency, records of publications, certifications and other qualifications. All degrees must have been conferred by regionally accredited colleges or universities. Degrees from international universities must be fully justified. For faculty teaching graduate courses, a completed current Certification for Graduate Instruction form must also be on file.

1. Copies of the documentation and a memorandum from the department chair justifying any exception to the criteria for academic and professional preparation must accompany the Adjunct Faculty Approval/Employment Authorization form when submitted to the Office of Academic Affairs.
Initial Appointment of Teaching and Research Faculty

NUMBER: 1401
APPROVED: June 12, 1980; Revised November 19, 1987; Revised April 12, 2002; Revised September 9, 2005; Revised April 7, 2011; Revised June 16, 2011; Revised April 23, 2015 (eff. 6/1/15)

I. Board of Visitors Policy

A. No one has the authority to make a firm offer of employment (subject to approval by the Board of Visitors) except the provost and vice president for academic affairs, who acts by authority of the president. Any communication at the departmental or college level with potential appointees should make it clear that approval by the provost and vice president for academic affairs is required.

B. An initial faculty appointment should not be considered final until it has been approved by the Board of Visitors. All offers of employment and other communications with potential faculty members should specifically state this fact.

C. No chair, dean, or other administrative official shall have the authority to make a statement of expectation of tenure or a written/oral commitment that implies in any way a promise of tenure except as described in paragraph D below. Except as described below, all initial appointments to the faculty shall be probationary and no award of tenure or promise of an award of tenure shall be made to a faculty member except in strict accordance with the Board of Visitors Policies on Tenure, to include review of credentials by all review bodies.

D. In the case of certain initial appointments to the rank of professor or associate professor, the president has the authority to eliminate the probationary period for tenure and to make a firm offer or promise of tenure subject to II.D.1.a-e. of this policy and approval by the board. It is the sense of the board that this authority should be exercised rarely and only when the best interests of the university require it. All such cases must be reported to the board for approval before tenure is awarded.

E. The president is accountable to the Board of Visitors for ensuring the appointment of faculty qualified to carry out the mission of the institution, for the implementation of the university's affirmative action plan in initial appointments, for maintenance of fiscal responsibility in assignment of faculty positions, and for the establishment of procedures to carry out board policy in initial appointments. The president may delegate some or all of these responsibilities to the provost and vice president for academic affairs.

II. Initial Appointment Procedures

A. Position Approval

1. Department. In a timetable established in accordance with the procedures for building the operating budget for the coming year, each department anticipating hiring new faculty for the coming year projects the positions it wishes to fill, including both new positions and replacements for retiring faculty members or others known to be leaving.

   a. These projections must be in accordance with the approved mission of the department and must be clearly related to demonstrable needs of the department, including at least a clear relationship between instructional faculty and projected FTE students in accordance with the departmental faculty/student ratios approved by the Office of the Provost and Vice President for Academic Affairs.

   b. Other justifications for positions may include establishment of new programs that may not immediately produce FTE students sufficient to justify the position, existence of substantial funded research for which time will be purchased by an outside agency, and important service activities required by the department within the university’s mission.

2. Dean. The dean, once reports have been received from all departments, recommends to the provost and vice president for academic affairs in priority order new and replacement faculty positions for the coming year together with salaries required for each position. Copies of the departmental recommendations are included by the dean in the report to the provost and vice president for academic affairs.

3. On the basis of the projected needs of the following year, the provost and vice president for academic affairs requests a specific number of faculty positions and a budget for these positions from the president at the appropriate time in the annual budget process.
a. Within the budget and positions allocated to the provost and vice president for academic affairs by the
president, the provost and vice president for academic affairs assigns positions and funds to each dean
for new or replacement faculty positions.
b. The dean allocates these positions with general salary ranges to the departments in the college.

4. If a position falls vacant because of an unexpected resignation or for any other cause, this fact is reported
promptly to the provost and vice president for academic affairs.
a. The provost and vice president for academic affairs may then reassign the position to the college in
which it previously existed, assign it to another college, or discontinue the position.
b. If the position is assigned to a college, the provost and vice president for academic affairs assigns
additional funds to the dean of that college to cover the salary of this position. These funds are not
necessarily equal to the salary of the departing faculty member.
c. The dean may then assign an additional position to the department within the college having the greatest
need.
d. Positions falling vacant are not automatically assigned to the same college or department but are
assigned on the basis of university and college priorities.

B. Recruitment and Interview Procedures

1. Once a position has been assigned to a department, the following recruitment procedure is instituted. A
similar procedure will be followed for interdisciplinary faculty and joint appointments (see the Policy on
Joint Appointments).1

2. A statement of critical requirements for the position is developed by the department chair or chairs in
consultation with the faculty in the department and approved by the dean. The critical requirements should
indicate clearly the primary responsibilities that the new faculty member will be expected to perform and
the qualifications necessary for the performance of these responsibilities.

3. The department chair appoints a search committee.
a. The search committee consults the University's assistant vice president for institutional equity and
diversity for advice concerning avenues for recruitment of qualified women and minority candidates
and concerning the university's policies and procedures for ensuring affirmative action in the recruitment
process. Failure to follow the university’s affirmative action policies and procedures will usually result
in the refusal of the provost and vice president for academic affairs to write a contract for the faculty
member recommended.
b. Advertisements are placed in appropriate professional journals by the Office of Academic Affairs upon
the recommendation of the search committee. Specific procedures concerning recruitment advertising
are available from the Office of Academic Affairs.
c. All other means are used by the department to conduct an active search for the largest possible pool
of qualified candidates.
d. Credentials of candidates are carefully screened by the department or interdepartmental search committee
in order to determine the ones with the best qualifications for the open position.
e. After ensuring that appropriate affirmative action policies and procedures have been met, the chair,
with the approval of the dean, then chooses one or more of the most qualified candidates to visit the
campus. All final candidates for a position should visit the Old Dominion University campus. Because
of fund limitations, it will usually not be possible to invite more than two or three candidates for one
position.

4. The following procedures for campus visitations are followed:
a. The search committee must receive prior approval from the Office of Academic Affairs (who will
check with the assistant vice president for institutional equity and diversity in order to ensure that
procedures have been followed) for the expenditure of travel funds before the candidate is invited.
b. The search committee has the responsibility for setting up the schedule of campus meetings with
designated personnel.
c. All candidates meet with the chair, dean, all available faculty members of the department, and selected
students. Candidates who will be expected to teach courses on the 500 level or above and candidates
for associate professor and full professor are scheduled for appointments with the provost and vice
president for academic affairs or a designee whenever possible.

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1Refer to the Hiring Procedures for Instructional and Administrative Faculty for additional information.
d. The department chair informs the candidate of the University policies concerning moving expenses and other relevant matters. All candidates should be told that they may be assigned to day, evening, distance learning or off-campus classes as part of their regular loads.

e. As part of campus visitation and the interview process, candidates are expected to present a classroom lecture, conduct a seminar, or deliver a public talk so that their potential associates and students may observe their command of subject and clarity of presentation.

f. The department chair and search committee shall confirm a candidate's proficiency in spoken English.

C. Recommendations

1. The chair, after receiving and considering a written recommendation from the faculty of the department or the appointments committee and after ensuring that all affirmative action procedures have been followed, recommends to the dean the name of the most acceptable candidate and a possible salary range and includes the recommendation of the faculty or faculty appointments committee.

   a. If the dean approves the candidate, he or she assigns a salary within the budget previously assigned to the dean's office by the provost and vice president for academic affairs.

   b. The dean recommends to the provost and vice president for academic affairs on a prescribed form that a contract be written. Appended to this form is a copy of the recommendation of the faculty or of the appointments committee together with the recommendation of the chair.

   c. If the dean is requesting any special consideration, limitations, or exceptions to normal policy and procedure concerning this appointment, such recommendations should be transmitted to the provost and vice president for academic affairs at this time.

   d. Any recommendation that credit toward the probationary period for tenure for prior academic experience be granted shall also accompany the request that a contract be written.

2. The provost and vice president for academic affairs or the vice provost consults with the University's assistant vice president for institutional equity and diversity to ensure that proper affirmative action procedures have been followed.

   a. If all requirements are met, the provost and vice president for academic affairs writes the contract and sends it to the candidate, together with a covering letter specifying any unusual conditions or exceptions concerning the appointment, any credit toward the probationary period for tenure being granted for prior academic experience, and a deadline for returning the signed contract.

   b. If the signed contract is received by the specified deadline, it becomes effective when approved by the Board of Visitors.

D. Initial Appointment with Tenure

1. If the initial appointment is to the rank of professor or associate professor and the department wishes to award tenure at the time of appointment, request for an initial appointment at that rank with tenure must be initiated by the chair and reviewed by all tenure review bodies.

   a. The candidate's credentials must be provided to the department promotion and tenure committee and their recommendation and vote recorded and sent to the college promotion and tenure committee.

   b. The college promotion and tenure committee reviews the credentials and the recommendation of the department promotion and tenure committee and makes a recommendation. The recommendation and vote is recorded and all materials are forwarded to the dean.

   c. The dean makes a recommendation and forwards all materials to the University promotion and tenure committee.

   d. The University promotion and tenure committee reviews the materials and recommendations and makes a recommendation to the provost and vice president for academic affairs.

   e. The provost and vice president for academic affairs makes a recommendation to the president.

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

E. Initial Appointment of Adjunct Faculty and Lecturers

The following procedures are used for initial appointment of part-time faculty:
1. Adjunct instructors and adjunct assistant instructors - The chair recommends the appointment of an adjunct instructor and adjunct assistant instructor to the dean. If the dean approves the appointment, he or she reports the appointment to the provost and vice president for academic affairs on the prescribed form.

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

F. Initial Appointment of Research Faculty

1. Research faculty are normally supported in large part from non-Commonwealth funds or are expected to generate their own support from such funds.

2. The department chair recommends appointment of a full-time research faculty member to the dean. The dean recommends to the provost and vice president for academic affairs. The provost and vice president for academic affairs, consulting if appropriate with the vice president for research, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member.
Joint Appointments

Joint appointments are used for individuals whose expertise cuts across existing departments and programs. Such appointments must assist Old Dominion University in providing strong interdisciplinary offerings and in building emerging fields that cross the borders of the traditional disciplines. A joint appointment must reflect the teaching and research expertise of the faculty member.

A joint position is shared by two academic units, but the position must be based in a home department. The "primary appointment" is in the home department and the "secondary appointment" is where the joint appointment is extended to this position. The department of primary appointment is responsible for all promotion and tenure actions with appropriate input from the department of the secondary appointment. The Dean(s) determine(s) where the joint appointment will be primarily based. Appropriate parties must create a written document confirming the terms and conditions of the joint appointment.

Joint faculty appointments are initiated by a head of the involved unit (department chair or program director) or a Dean in agreement with the faculty member being given the joint appointment, and in consultation with the faculty of the departments involved in the joint appointment.

Deans must secure the Provost's endorsement before making any commitments regarding a joint appointment. The chair of the primary department is responsible for documenting the terms and conditions of the joint appointment in a Memorandum of Agreement (MOA) signed by the faculty member, the involved department chairs (or the director of a program that is not administered by a department) and their Dean(s).

Current members of the faculty can receive joint appointments subject to the approval process stated above. However, only in exceptional cases will such a change be approved for an individual who does not already have tenure.

This policy does not preclude the establishment of joint appointments with institutions outside the University.

- Adopted by the Board of Visitors
  December 9, 2010
Special Appointments

Old Dominion University will, under special circumstances, offer one- and two-year special contracts for academic (non-tenure track) teaching faculty positions. These appointments may be made without a formal search. The maximum number of consecutive years these contracts may be offered to any given individual will be three years. An appointee is eligible to compete for a renewable position in a formal search.

Special circumstances include:

- Funding difficulties that limit long-term commitments
- Unexpected employment situations such as deaths, resignations, failed searches
- Unexpected enrollment increases
- Time and timing required to plan for a programmatic change, to define a new or revised plan or position

All special appointments must be recommended by the appropriate chair and dean and be approved by the provost and vice president for academic affairs.

- Approved by the president
  July 7, 2003
  Revised May 26, 2011
Reappointment or Nonreappointment of Faculty

NUMBER: 1402
APPROVED: June 12, 1980; Revised June 20, 1985; Revised June 16, 2011; Revised April 26, 2013 (eff. 6/1/13)

I. Board of Visitors Policy
   A. Nature of Appointment
      1. Unless tenure has been awarded by the university, all appointments of full-time faculty are on an annual, temporary, or probationary basis, renewable one year at a time at the discretion of the university.
      2. In some cases, appointments for a period of less than one academic year may be made, for example initial appointments at mid-year or emergency one-semester appointments.

II. Guidelines
   A. Consideration of reappointment or nonreappointment will be according to a timetable distributed by the Office of the Provost and Vice President for Academic Affairs. Consideration takes place early in the second semester for faculty members in their first year of service and early in the first semester for faculty members in the second or subsequent year of service.
   B. Initial consideration will be by the departmental tenure and promotion committee.
   C. In the case of financial constraints or demonstrable overstaffing of departments, the dean or the provost and vice president for academic affairs may require that the number of probationary tenurable and nontenurable faculty members in the department be reduced.
   D. Faculty members who were appointed as instructors with the expectation that the terminal degree would be completed may not be reappointed before the award of the degree unless prior approval has been obtained from the provost and vice president for academic affairs. (See the Board of Visitors Policy and Procedures Concerning Academic Rank and Promotion in Rank)
   E. If the critical requirements of the position of a probationary tenurable faculty member are changed so as to affect the primary duties expected of the faculty member, and hence his or her consideration for tenure, the faculty member shall be fully and promptly informed of the changes in writing at least one semester before the changes are implemented.

III. Procedures
   A. Reappointment or Nonreappointment of Probationary Tenure-Track Faculty
      1. The departmental committee and all subsequent persons considering the case will take into consideration the formal evaluations of the faculty member’s performance by the chair and the dean, faculty information sheets, and any other relevant data, as well as the needs of the department.
      2. These procedures will be suitably adapted for faculty members who hold interdisciplinary, interdepartmental or joint appointments or who hold appointments in a department with two or fewer tenured faculty members. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans concerned and the provost and vice president for academic affairs.
      3. Each department conducts an annual review of the probationary tenure-track faculty members in that department. This review is based on the performance of the individual faculty member and the needs of the department and is initially conducted by a committee consisting of tenured members of the department.
      4. The departmental committee recommends to the chair one of the following actions:
         a. That the faculty member be considered for tenure through normal channels, if a sufficient probationary period has elapsed. (In this case, the faculty member is considered for tenure through the normal tenure procedures, and the remainder of this section does not apply.)
         b. That the faculty member be offered an additional annual contract without tenure.

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

2 For a definition of the academic ranks, types of appointment, and specific procedure variations see the "Policy and Procedures Concerning Academic Rank and Promotion in Rank."
c. That the faculty member not be reappointed, that is, not be offered an additional contract if in the first or second year of service or offered a terminal contract for the succeeding year if in the third or subsequent year of service.
d. A copy of the committee's recommendation shall be supplied to the faculty member.

5. Considering the written recommendation of this committee, the performance of the faculty member, and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member and provides the faculty member with a copy of the recommendation.

6. Considering the recommendation of the departmental committee and of the chair as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member, notifies each faculty member in writing of this decision, and provides the provost and vice president for academic affairs with a copy of the decision letter.

a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
b. Notice of the dean's decision concerning reappointment or nonreappointment of probationary tenure-track faculty members shall be according to the following schedule:
   1. Not later than March 1 of the first academic year of service.
   2. Not later than December 15 of the second academic year of service.
   3. Terminating appointment of one year, with notice by December 15, after two or more academic years of service.

B. Reappointment or Nonreappointment of Nontenure-track Faculty

1. Each department conducts an annual review of the nontenure-track faculty members in that department. This review is based on the performance of the individual faculty member and the needs of the department and is initially conducted by a committee consisting of tenured members of the department.

2. The departmental committee recommends to the chair one of the following actions:
   a. That the faculty member be offered an additional annual contract.
   b. That the faculty member not be reappointed, that is, not be offered an additional annual contract.

3. A copy of the committee's recommendation shall be supplied to the faculty member.

4. Considering the written recommendation of this committee, the performance of the faculty member, and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or nonreappointment of each individual nontenure-track faculty member and provides the faculty member with a copy of the recommendation.

5. Considering the recommendations of the departmental committee and of the chair, as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual nontenure-track faculty member, notifies each faculty member in writing of this decision, and provides the provost and vice president for academic affairs with a copy of the decision letter.

a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
b. Notice of the dean's decision concerning reappointment or nonreappointment of nontenure-track faculty members shall be according to the following schedule:
   1. Not later than March 1 of the first academic year of service.
   2. Not later than December 15 of the second or subsequent academic year of service.
Academic Rank and Criteria for Ranks

I. Board of Visitors Policy and Criteria for Academic Rank (Tenure-track Faculty)
   A. Full-time faculty members holding the following academic ranks are eligible to be considered for tenure after a suitable probationary period, and time at Old Dominion University in these ranks is counted toward the probationary period unless procedures for reduction in the probationary period are followed (see Policy on Initial Appointment of Teaching and Research Faculty).
      1. Professor - This rank is one of the highest honors that the University can bestow.
         a. Professors are teacher-scholars of genuinely national standing who have made recognized contributions to the University and to their disciplines. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding research and scholarly activity in their fields of specialization, and to have been pre-eminent in professional service. Except under most unusual circumstances, the highest terminal degree in the field is required.
      2. Associate Professor - Appointment or promotion to the rank of associate professor is an honor based on demonstrable performance.
         a. Criteria include an established high quality of performance in teaching, research, and service and pre-eminence in at least one of these areas. Except under most unusual circumstances, the highest terminal degree normally attainable in the field is required.
      3. Assistant Professor - Appointment or promotion to the rank of assistant professor is the usual rank upon initial hiring.
         a. Criteria – This rank usually requires the highest terminal degree normally held in the field or its clear equivalent. Evidence of promise in teaching, research, and service is required. Faculty members holding the rank of assistant professor may be considered for tenure only if promotion to associate professor is simultaneously considered.

II. Board of Visitors Policy and Criteria for Academic Rank (Nontenure-track Faculty)
   A. Full-time faculty members holding the following ranks are not eligible for tenure, but time at Old Dominion University in these ranks may be counted as part of the probationary period for tenure, except as noted in paragraph 1.a. below.
      1. Instructor - Appointment to the rank of instructor is based on evidence of promise in teaching. Instructors normally hold master's degrees in their areas of specialization. There are three types of instructors at Old Dominion University:
         a. Faculty members normally lacking the highest terminal degree who are employed to teach undergraduate courses, usually on the freshman and sophomore levels -- They normally receive annual appointments for a period of three years, but in exceptional circumstances they may be reappointed for a maximum of three additional annual contracts. They must be informed in writing at the time of the original appointment that their positions are not permanent and that they will not be eligible to be considered for tenure.
b. Instructors who are terminal degree candidates – Candidates for a terminal degree may be given annual appointments as instructors if they can provide evidence that they will complete all requirements for the terminal degree within the first year of teaching at Old Dominion University. An instructor in this category who completes this work, and whose department recommends reappointment, is given a second annual contract as an assistant professor and is eligible for tenure at the end of the usual probationary period. An instructor in this category who completes all degree requirements during the first semester at Old Dominion University is given the title of assistant professor for the second semester. An instructor in this category who does not complete all requirements for the terminal degree within the first year of employment is normally not reappointed for a second year, but a second annual contract as instructor may be granted with the approval of the chair, dean and provost and vice president for academic affairs; if all requirements for the degree are completed within the second year, the instructor is promoted to the rank of assistant professor. If all degree requirements are not completed during the second year, a third and terminal contract as instructor may be granted but the faculty member is not eligible for consideration for promotion or tenure.

c. Tenure-track, master’s-level instructors -- In certain professional departments in which the master’s degree is the terminal degree, faculty members who have three years or less of full-time teaching experience at the college level are normally appointed initially to the rank of instructor. Such faculty members are eligible for promotion to the rank of assistant professor after two years in the instructor’s rank on the recommendation of the chair and dean and on the approval of the provost and vice president for academic affairs. In exceptional cases, where professional experience is clearly demonstrated, the requirement of prior experience may be waived with the approval of the chair, dean, and provost and vice president for academic affairs.

2. The following full-time academic ranks do not carry tenure, but if a faculty member who has held one of these ranks is subsequently appointed to a tenure-track position as described in section I.A., time spent at Old Dominion University in one of these ranks may be counted as part of the probationary period for tenure.

a. Visiting professor - This rank is reserved for scholars of distinction who agree to come to the University for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of a full professor are required.

b. Visiting associate professor - This rank is reserved for scholars of distinction who agree to come to the University for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an associate professor are required.

c. Visiting assistant professor - This rank is reserved for scholars of distinction who agree to come to the University for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an assistant professor are required.

3. The following academic ranks do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. All appointments and reappointments are contingent upon available funding.

a. Assistant instructor - This is a full-time rank requiring at least a bachelor’s degree in the area of specialization. Except under unusual circumstances, assistant instructors do not teach courses carrying degree credits.

b. Lecturer - This is a full-time rank that requires an appropriate master’s degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required.

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

d. Faculty of Practice - Faculty of practice are appointed at the rank of professor, associate professor, or assistant professor. Such appointments are generally made for a specified term and do not lead to tenure or promotion during the specified term. A faculty of practice appointment may be for a term of one to three years and may be renewable under exceptional circumstances. Faculty members in such positions may be employed to work on a specific project or series of projects that could involve teaching, research or service or some combination of these activities. If used in teaching, they need to meet all University credential requirements. Employment of such faculty in project-related positions may be limited by
the funds available. Faculty of practice may serve on some University-wide committees and, depending on college and department policies, may serve on some department and college committees. They cannot vote on appointments, retention, promotion, or tenure of faculty. Initial appointment or reappointment of faculty of practice must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. A tenure-track faculty member who is denied tenure shall not be eligible for a faculty of practice appointment for five years after being denied tenure. Faculty of practice appointments should not exceed 10% of the total number of tenured/tenure-track positions in a college.

e. Intercollegiate coach - This is a full-time rank normally requiring a master’s degree and a record of demonstrated performance in the area of specialization. Persons holding this rank devote half time or less to the instruction of credit students. These positions are normally funded from both Commonwealth and non-Commonwealth sources.

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

1. Artist-in-residence - The holder of this position is a distinguished practitioner of the fine arts, employed either full time or part time by the University. In most cases, an artist-in-residence devotes half time or less to the instruction of credit students. The rest of the time, for a full-time faculty member, is devoted to noncredit course work and other public service activities; to unstructured instruction to University students; to professional service to the community; and to any combination of these activities. The main criterion for reappointment is pre-eminence in an artistic field, and the normal academic credentials, such as advanced degrees or experience in university teaching, are not necessarily required.

2. Performer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a distinguished practitioner of the performing arts whose service to the University and the community may include performances available to the University community and to the region.

3. Writer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a creative writer of distinction.

g. Research Faculty

1. Research professor - Faculty members in this position, which may be either full time or part time, are devoting most of their efforts to research and are normally not teaching more than one course a semester. These positions are normally funded from non-Commonwealth funds. A research professor must meet the research criteria demanded of a full professor in the relevant department.

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

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

4. Personnel with the title of research professor, research associate professor and research assistant professor may chair doctoral and master’s committees provided they are certified as graduate faculty. Research personnel are subject to all University, college and department policies and procedures governing graduate teaching, program implementation, and oversight of graduate research and must undergo the same formal academic review and graduate certification review as required of tenured and tenure-track faculty members.

5. Research associate - This position has the same characteristics as that of research assistant professor except that those holding it meet the criteria for instructor in the department(s) to which they are attached.

6. Postdoctoral Research Associate - This position is generally reserved for a person who has recently completed his or her doctoral degree. While the primary employment activity will be research related, some teaching may be allowed. In general, these positions are funded through non-Commonwealth funds.

h. Adjunct Faculty
1. Adjunct professor - This rank is awarded to persons engaged in part-time teaching or special services who meet the criteria demanded of a full professor in the department(s) to which they are attached.

2. Adjunct associate professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for associate professor in the department(s) to which they are attached.

3. Adjunct assistant professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for assistant professor in the department(s) to which they are attached.

4. Adjunct instructor - This position is held by part-time faculty members who meet the criteria established for instructor in the department(s) to which they are attached.

5. Adjunct assistant instructors - This position is held by part-time faculty members who meet the criteria established for assistant instructor in the department(s) to which they are attached.

6. Adjunct clinical faculty, adjunct community faculty - The titles adjunct clinical faculty or adjunct community faculty (as appropriate), with their respective ranks, may be awarded to persons engaged in part-time teaching or special services relating to the practical instruction of students, and who meet the professional and academic criteria for those ranks established in the department(s) to which they are attached. These titles pertain to persons who are not normally paid a salary by the university, but who supervise activities designed to give students practical experience in a given profession.

i. Other - The president may recommend to the Board of Visitors the establishment of other nontenured positions to allow the appointment of persons distinguished in their fields but not covered by any of the above.
Policy on Conversion of a Non Tenure Eligible Position to Tenure-Eligible and Appointment to the Rank of Assistant Professor

A. Purpose
The purpose of this policy is to establish a uniform procedure, including criteria, for the colleges and departments/schools to follow when addressing the issue of the conversion of current faculty from non-tenure eligible to tenure-eligible positions and appointment to the academic rank of assistant professor. The intent of the policy is to provide guidance for these actions that is consistent with the "Policy and Procedures Concerning Academic Rank and Promotion in Rank." Conversion from a non-tenure eligible to a tenure-eligible position cannot be separated from appointment to the academic rank of assistant professor.

B. Criteria
If a faculty member who is appointed in a non-tenure eligible position meets the criteria listed below, he/she may be considered for conversion to a tenure-eligible position and appointment to the rank of assistant professor.
1. Conversion is dependent upon there having been a national search at some point.
2. Appointed as a full-time faculty member for at least one academic year in a non-tenure eligible position.
3. Completed all requirements for the award of a terminal degree in the field or its clear equivalent from an accredited institution of higher education that supports the individual's role as a teaching and research faculty member. In light of this policy, faculty members who hold non-tenure eligible appointments who are interested in conversion to a tenure-eligible position and the rank of assistant professor shall review their plans for pursuing a terminal degree in writing with both their department/school chair and college dean prior to enrollment in a program.
4. Demonstrated success in current teaching and research performance and positive evaluation of future potential necessary to meet the criteria for tenure and promotion at Old Dominion University, as evaluated by the department.

C. Application, Review, Recommendation, and Approval Procedures
Faculty who are appointed in non-tenure eligible positions who believe that they meet the criteria for conversion to a tenure-eligible position and appointment as assistant professor should discuss the matter with their department/school chair and dean. If an application is submitted by the faculty member, it shall follow the guidance and procedure outlined below.
1. The application for conversion to a tenure-eligible position and appointment as an assistant professor must include the following materials: a current vita, a personal statement, a teaching portfolio that includes courses taught and student course evaluation data, and copies of scholarly work completed within the past five years.
2. Faculty whose terminal degree is not awarded in their teaching discipline must present documentation, as part of their application, that demonstrates that the degree and program of study is the clear equivalent of a terminal degree in the field/discipline.
3. With one exception, the normal procedures, as outlined in the "Policy and Procedures Concerning Academic Rank and Promotion in Rank" (I.A.3 and II.B.1), are followed for consideration of appointment to assistant professor, which is a tenure-eligible academic rank. The exception is the addition of external reviews of current research and research potential.
4. Two external reviewers identified by the department/school chair shall evaluate the applicant's record of current research/creative work and future potential. These reviews shall be submitted by the reviewers to the department/school chair.
5. The review and approval process for the application to convert a faculty position from tenure ineligible to tenure eligible and appoint the incumbent to the rank of assistant professor shall be as follows. Approval is required at each level for the review process to continue.
   a. The department/school promotion and tenure committee reviews the application, including the external reviews, for conversion to tenure-eligible status and submits its recommendation to the department/school chair.
   b. The department/school chair reviews the complete set of application materials and the department/school promotion and tenure committee recommendation and submits a recommendation along with the application materials to the college promotion and tenure committee.
c. The college promotion and tenure committee reviews the application materials and prior recommendations and submits the application and its recommendation to the college dean.

d. The college dean reviews the application materials and all prior recommendations and submits them with a recommendation to the provost and vice president for academic affairs.

e. The provost and vice president for academic affairs reviews the application materials and all previous recommendations and makes a final decision on the conversion to tenure-eligible status and appointment to the rank of assistant professor, informing the candidate, department/school chair, college dean, and the president. The decision of the provost and vice president for academic affairs is final.

f. If approved, the conversion to the tenure-eligible position and appointment to the rank of assistant professor shall be effective with the beginning of the next fall or spring semester. Any additional funding necessary to support the converted position shall be the responsibility of the department/school and/or college.

- Approved by the provost and vice president for academic affairs
  July 1, 2003

Approved by the President and
Revised May 17, 2004
Tenure-Track Positions Funded by Research Centers

Base funding for research centers from the Commonwealth for tenure-track faculty positions presents an opportunity for the university to enhance both the research center and the departments and colleges in which these faculty are located. Clearly stated expectations of these faculty members, by both the research center and the department, are essential. To that end, there must be constant and clear communications between the director of the research center and the chair of the academic department. These two individuals must work collaboratively to optimize the arrangement and to make sure the faculty member in the position is treated fairly. Ideally, this communication should begin before the position is advertised.

The following principles will guide these appointments.

1. One or more tenure-track faculty positions may be funded in a given department by mutual agreement of the vice president for research and the provost and vice president for academic affairs.
2. The salary and fringe benefits for the position will be funded by the research center.
3. The faculty member will be a full member of their academic department subject to all departmental policies.
4. The faculty member must have a research focus related to the research center's goals.
5. The department chair and research center director will meet at least once a year to assign the faculty member's teaching, research, and service duties. Due diligence will be given to meeting the needs of both the department and research center.
6. The research center director will submit to the chair an annual report of the faculty member's activities in advance of the annual evaluation. After receiving the research director's annual evaluation of the faculty member, the university policies and procedures on reappointment, promotion and tenure will be in effect and followed as outlined in the Faculty Handbook.
7. If the department chair and director do not agree on performance of the faculty member, the dean, vice president for research and provost and vice president for academic affairs will determine how to resolve the situation in consultation with all involved.

- Approved by the Board of Visitors
December 7, 2007
Eminent Scholars

The eminent scholars designation has been established in order to recognize faculty members of unusual merit and service to the university. Only faculty members holding the rank of full professor at Old Dominion University for a minimum of three years may be considered for this honor. Only when eminent scholar status is considered as a part of the initial appointment process may this requirement be waived. A select number of full professors may be designated as eminent scholars.

A. The Committee

1. The Eminent Scholars Committee shall be comprised of one eminent scholar from each college, selected by the college promotion and tenure committee, plus one eminent scholar chosen by the Faculty Senate in order to reflect the affirmative action goals of the university. If a college has only one eminent scholar who is ineligible to serve due to a conflict of interest, then the dean and full professors of that college can select a representative from among the eminent scholars from any college. The eminent scholar selected must not have been selected to represent his or her college and have no known conflict of interest that would impair or call into question his or her impartiality in evaluating the nominees. It is recommended that each eminent scholar will serve on the committee for one three-year term. No dean, associate dean, assistant dean or department chair shall attend, be a member or participate in the deliberations of the Eminent Scholars Committee. The committee will select its own chair, and deliberations shall remain confidential.

2. Before an eminent scholar participates in committee reviews, he or she must be evaluated by the dean for actual or potential conflict of interest with any applicant based on the following:
   - Is a close relative (e.g., spouse, minor child, sibling, or parent) or partner;
   - Is a close professional associate or other colleague and/or has a financial interest in the outcome of the applicant's review;
   - Acts as an officer, director, member, owner, trustee, expert, advisor, consultant (with or without compensation), or employee of the applicant or other organization that would be affected by his or her decision;
   - Negotiating or has an arrangement for prospective employment with an applicant or other organization that would be affected by his or her decision; and
   - Conducting research or other professional activities with an applicant or has done so within three years of the review date.

3. The Committee will be convened by the provost and vice president for academic affairs by November 1. At that time, the provost and vice president for academic affairs will brief the committee about its responsibilities and duties. The committee will elect its own chair and set its agenda.

B. Nomination Process

1. Nomination will be by any tenured faculty member in the nominee's discipline. The nomination must be a written letter that highlights the applicant's qualification for the designation and submitted to the department chair and dean no later than September 15.

2. The chair, in cooperation with the applicant and tenured faculty in the relevant department or school, solicits names of suitable external reviewers. When the chair is a nominee for the designation, the department/school tenured faculty and the chair as the applicant, in cooperation with the chair of the college promotion and tenure committee or his/her designee, will select the external reviewers.
   a. External reviewers are expected to be distinguished experts in the applicant's field or disciplines with national/international accomplishments and reputations. A minimum of five such letters shall be sought and submitted along with the review letters. Care should be taken to select reviewers who can form independent evaluations and judgments. Reviewers should meet the same criteria for eligibility as Eminent Scholar Committee members as specified in section A.2. Further, external review letters shall remain confidential.
   b. The chair convenes the department/school committee composed of all department/school tenured faculty by October 1 and ensures that complete application packets are available for their review to be completed by November 15. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three.
   c. If the department/school chair is a nominee, the convening of the department/school committee and the secret balloting will be conducted by the chair of the college promotion and tenure committee or his/her designee.
3. The department/school committee shall conduct a secret ballot on the nomination no later than November 15. The department/school review letter shall specifically address the following: evidence of the candidate's sustained focused scholarly publication record or stature in the creative arts that substantiates a national reputation as a scholar in the discipline, the substance of the external reviews, and the quality of the external reviewers.
   a. The chair shall complete an independent evaluation and submit it, the department/school review letter and vote, and the credentials to the dean by December 1. When the department or school chair is the nominee, the evaluation shall be conducted by the chair of the college promotion and tenure committee or his/her designee.
   b. The dean of the college shall evaluate the credentials and submit an independent evaluation and the faculty member's credentials and review letters to the committee via the Provost's Office by January 15.
   c. The provost and vice president for academic affairs ensures all application packets are complete and shall make these available electronically to the committee, and notify the committee when these are available for their review by February 1. The committee may, by an affirmative vote of at least five members, recommend designation to the provost and vice president for academic affairs.
   d. The Eminent Scholars Committee shall complete its review by March 1 and submit its recommendations to the provost and vice president for academic affairs.
   e. The provost and vice president for academic affairs will make the final designation no later than April 15.1

C. Criteria
Nominees shall have met the following criteria:
1. Service in the rank of full professor at Old Dominion University for a minimum of three academic years. Only when eminent scholar status is considered as a part of the initial appointment process may this requirement be waived.
2. A scholarly publication record or stature in the creative arts which will have clearly established a national reputation as a scholar in the nominee's discipline. Scholarly publications are recognized as those that have received peer review or have been otherwise recognized and critiqued by authorities in the discipline. A consistent pattern of scholarly contributions, invited chapters, scholarly books, invited lectureships, prestigious academic honors, officer positions in the individual's discipline, editor of multi-authored books, organizer or coordinator of symposiums and other similar examples would represent evidence that an individual is a contributing scholar of note to his or her discipline. It is expected that an individual meriting eminent scholar designation will have a long and consistent record of achievement in at least several of the above-noted categories. Moreover, the individual should be one who is easily recognized by other eminent authorities in the discipline, with positive comments on his or her work. It is also important to note that new works in the discipline frequently cite the individual's contributions. His or her scholarly contributions or artistic achievements should at some time or other have been a benchmark, reflecting evolution of the discipline.
3. Substantial success in obtaining external funding for research - in those disciplines in which such success is expected; and positive evaluations by scholars external to the university who will have been solicited by the department/school chair.
4. Only in exceptional cases can a candidate for a faculty position at the university be considered for eminent scholar status. Such candidates must be exceptional scholars in their disciplines, have held the rank of full professor for a minimum of three years and receive endorsements and approval from the tenured department faculty, department chair, dean and a majority of members of the university's Eminent Scholars Committee. Designation of persons as eminent scholars upon their initial appointment to the university can be made by the provost and vice president for academic affairs after recommendation by the Eminent Scholars Committee, based upon the procedures and using the criteria specified above.

D. Preparation of Application Packets
1. Candidates are responsible for providing sufficient materials to enable the department colleagues and chair, the dean, and the Eminent Scholars Committee to decide whether they meet the criteria. In addition to an up-to-date curriculum vitae, a letter from the candidate should explain why he or she merits this honor and what is being provided to document the request for designation as eminent scholar. Five external reviews by nationally-recognized experts testifying to the national and international reputation of the body of the candidate's scholarship are necessary. Additional materials may be requested.

1See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.
work should be solicited independently by the department chair. The candidate is encouraged to solicit additional letters of this kind. A curriculum vitae from each expert should be included. Candidates should provide copies of works (refereed articles, monographs, books, etc.) regarded as representative of their most important contributions over time. Citations, reviews, and information such as awards, invited lectures, and organized symposia or conferences should also be included as evidence of a broad recognition of the importance of the works. Quality of publications—judged by eminent presses and journals, letters, etc.—outweighs quantity in the judging process. No updates may be added after the department/school review is submitted.

2. Nomination materials should be organized into proper categories, e.g., books, book chapters, peer reviewed journal articles, etc., and properly referenced in the applicant's supporting documents. National/international scholarly and/or creative works must be in a clearly identified and separate category on the vitae and other supporting materials. Each applicant's nomination material will be stored on DVD or password-protected drive that will allow committee members 24/7 access for review.

- Approved by the president
December 12, 2003
Revised May 28, 2009
Revised December 17, 2010
Revised October 30, 2015
University Professors

I. Policy
A. The designation of University Professor has been established in order to recognize faculty members at the University who are outstanding teachers at the undergraduate level. Only tenured faculty members will be considered for this honor. Designated faculty members will hold the title permanently, be so identified in University publications, and will receive an annual monetary award of discretionary funds to support their professional development for the four years following their appointment. The names of all University Professors will be engraved on a plaque to be prominently displayed at the University. Faculty holding the designation of University Professor may not be reappointed.

II. Procedure
A. Nomination will be in writing by a tenured departmental colleague in the nominee's discipline by September 1.
   1. The chair of the department shall provide the full nomination packet to the department tenured faculty prior to the ballot, and the chair of the department promotion and tenure committee shall conduct a secret ballot of all tenured members of the department/school and submit the vote with the nomination. Upon affirmation of a majority of those voting, the chair shall forward the nomination(s) to the dean.
   2. The dean of the college shall evaluate the credentials and submit the names of no more than 10% of the tenured faculty in their college for nomination to the University Professors Committee.
   3. The University Professors Committee shall normally be comprised of one tenured faculty member from each college who holds the designation of University Professor as selected by the College Promotion and Tenure Committee. The University Professors Committee may, by an affirmative vote of at least four members, recommend designation to the provost and vice president for academic affairs who will make the final designation not later than January 1 for the next year.

B. Criteria
   1. Each nominee shall ordinarily teach a minimum of three undergraduate courses per year for at least the past three years.
   2. Faculty nominated for consideration as University Professors shall have a record of superior accomplishment in teaching. The nominee shall document this record with evidence such as results of student opinion surveys, peer evaluation, statements from former students, and other relevant information.
      a. The nomination packet shall include:
         1. Personal statement by the person nominated describing general teaching philosophy [maximum two pages double spaced].
         2. Documentation of teaching innovations.
         3. Additional documentation such as a current Portfolio Review is required.
         4. Curriculum vitae with priority given to activities and awards that focus on teaching [maximum two pages].
         5. Professor's teaching log listing courses taught in the last five years with number of students, numerical student opinion surveys for the last five years, grade distributions from the last three years, and all student comments for the last three years.
         6. In addition to the nomination letter, no more than four letters of support with at least two written by former students who have graduated from the University. The other two may come from persons in the community of his or her profession including former students [maximum 12 pages]. All letters should be solicited by and sent to the nominator not the nominee.

- Approved by the president
December 12, 2003
Revised May 17, 2004
Revised May 12, 2005
Revised March 18, 2011
University Distinguished Teachers

I. Policy
A. The designation of University Distinguished Teacher has been established in order to recognize faculty members at the University who are outstanding teachers at the undergraduate level. Only full-time non-tenure-track and non-tenured faculty members will be considered for this honor. Designated faculty members will hold the title permanently, be so identified in University publications, and receive an annual monetary award of discretionary funds to support their professional development for the four years following their appointment. The names of all University Distinguished Teachers will be engraved on a plaque to be prominently displayed at the University. Faculty holding the designation of University Distinguished Teacher are not eligible to be re-nominated for the award.

II. Procedure
A. Nomination will be in writing by a departmental colleague in the nominee's discipline by September 1.
1. The chair of the department/school shall provide the full nomination packet to the department/school full-time faculty prior to the ballot, and the chair of the department shall conduct a secret ballot of all full-time members of the department/school and submit the vote with the nomination. Upon affirmation of a majority of those voting, the chair shall forward the nomination(s) to the Dean.
2. The Dean of the college shall evaluate the credentials and submit the names of no more than 10% of the full-time non-tenure-track and non-tenured faculty in their college for nomination to the University Distinguished Teacher Committee.
3. The University Distinguished Teacher Committee shall normally be comprised of one full-time faculty member from each college who holds the designation of University Professor or University Distinguished Teacher as selected by the College Promotion and Tenure Committee. The University Distinguished Teacher Committee may, by an affirmative vote of at least four members, recommend designation to the Provost and Vice President for Academic Affairs who will make the final designation not later than January 1 for the next year.

B. Criteria
1. Each nominee shall ordinarily teach a minimum of three undergraduate courses per year for at least the past three years.
2. Faculty nominated for consideration as University Distinguished Teachers shall have a record of superior accomplishment in teaching. The nominee shall document this record with evidence such as results of student opinion surveys, peer evaluation, statements from former students, and other relevant information.
   a. The nomination packet shall include:
      1. Personal statement by the person nominated describing general teaching philosophy [maximum two pages double spaced].
      2. Documentation of teaching innovations and of a scholarly approach to teaching and learning.
      3. Portfolio reviews for the last three years are required.
      4. Curriculum vitae with priority given to activities and awards that focus on teaching [maximum two pages].
      5. Faculty member's teaching log listing courses taught in the last three years with number of students, student opinion surveys for the last three years, and grade distributions from the last three years.
      6. In addition to the nomination letter, no more than four letters of support with at least two written by the nominee's former students who have graduated from the University. The other two may come from persons in the community of his or her profession including former students [maximum 12 pages]

- Approved by the president
December 18, 2012
Guidelines for Named Chairs

NUMBER: 1406
APPROVED: June 15, 2004; Revised December 4, 2014 (eff. 1/1/15)

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
   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.
Guidelines for Named Professorships

NUMBER: 1407
APPROVED: June 15, 2004; Revised December 4, 2014 (eff. 1/1/15)

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 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.
Emeritus/Emerita Appointments

NUMBER: 1441
APPROVED: September 28, 1972; Revised August 30, 1990; Revised April 12, 2002; Revised April 7, 2006; Revised June 13, 2008; Revised April 8, 2010, Revised November 13, 2015

I. Emeritus/Emerita Appointments for Tenured Faculty
   A. The title "emeritus/emerita" shall be granted only by the Board of Visitors. The title of emeritus/emerita is granted in recognition of dedicated and meritorious service at Old Dominion University and entitles its holders to commensurate rights and privileges.
   B. Eligibility for the titles of professor emeritus/emerita and associate professor emeritus/emerita shall be limited to full-time tenured faculty upon their retirement.
   C. Administrative officers who hold faculty rank and tenure, except for the president, may be named "emeritus/emerita" upon retirement. The Board of Visitors may in its discretion award the title of "president emeritus/emerita" to a former president upon his or her retirement from the university or departure from the position. The president emeritus/emerita may, with the approval of the Board of Visitors, continue to serve the university after retirement or departure from the position. Responsibilities of the president emeritus/emerita may include teaching and consulting as well as activities that carry forward the name and reputation of the university.
   D. To be eligible for a faculty emeritus/emerita appointment, a faculty member shall be recommended by his or her chair and approved by the dean, provost and vice president for academic affairs, and president, or the process may begin with the recommendation of the provost and vice president for academic affairs.
   E. Should a qualifying faculty member die before actual retirement, his or her chair may recommend him or her for posthumous emeritus/emerita recognition.
   F. Each person receiving the title of emeritus/emerita with faculty status will receive appropriate recognition from the university.
   G. Emeritus/emerita appointments for faculty carry the following lifetime privileges.
      1. Use of the library as a faculty member.
      2. Attendance at faculty meetings (non-voting), at receptions, and at academic processions, including Commencement.
      3. Listing in all university publications on the same basis as active faculty.
      4. Receipt of all university informational bulletins that are circulated to active faculty.
      5. Attendance at lectures, concerts, athletic events, banquets, etc., and use of university facilities, including parking lots, on the same basis as active faculty.
      6. Office and laboratory space, or library study space, as available and on a temporary basis, but priority will be given to active faculty, staff and students when space is limited.
      7. Use of the university’s email account.

II. Emeritus/Emerita Appointments for Non-Tenured Faculty, Librarians and Administrators
   A. The title of emeritus/emerita may also be conferred on retired non-tenured faculty, administrative officers, and librarians with continued appointment of at least 10 years who have given exemplary service to the university and who are specifically recommended by the president and approved by the Board of Visitors.
   B. To be eligible for this category of emeritus/emerita appointment, a non-tenured faculty member, administrator or librarian shall be recommended by his or her supervisor and approved by the dean and/or vice president, the provost, and the president or the process may begin with the recommendation of the relevant vice president.
   C. Should a qualifying employee die before actual retirement, his or her supervisor may recommend him or her for posthumous emeritus/emerita recognition.
   D. Each non-tenured faculty member, administrator or librarian receiving the title of emeritus/emerita will receive appropriate recognition from the university.
   E. Emeritus/emerita appointments in this category carry the following lifetime privileges.
      1. Use of the library as a university employee.
      2. Receipt of all university informational bulletins that are circulated to active employees.
3. Attendance at lectures, concerts, athletic events, banquets, etc. and use of university facilities, including parking lots, on the same basis as active employees.

4. Use of the university’s email account.
Administrative and Professional Faculty
(Board of Visitors Policy, #1490)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1490.pdf
Administrators Returning to Faculty Positions

1. Faculty members who assume administrative positions (chair or above) will have their contracts changed to 12/10ths of the faculty salary. When they return to their faculty position, their salary will return to the original faculty salary plus an amount equal to the average adjustment to faculty compensation that accrued during the administrative appointment. The president may add a stipend to the administrative position. However, upon return to the faculty position, the stipend will not be included in the faculty salary or in its determination.

2. Faculty in administrative positions will earn research and development opportunities at the same rate as other faculty.

- Approved by the president
  June 6, 1987
  Revised effective January 1, 2005
Guidelines for Appointment and Promotion of Librarians

**NUMBER:** 1480

**APPROVED:** June 14, 1979; Revised June 20, 1991; Revised June 13, 2013 (eff. 7/1/13)

I. **Appointment and Promotion in Rank**

   All appointments to and promotions in rank are based upon the evaluation of the librarian's professional performance and the established requirements for each rank. The library rank structure is equivalent to the teaching/research faculty rank structure.¹

   The following ranks are established for librarians at the Old Dominion University Library:

   A. Librarian IV. Appointment or promotion to this rank is the highest honor that the university can bestow upon academic librarians. These are librarians who have made outstanding contributions to the university and to their profession. They shall have demonstrated excellence in professional performance, continued academic study, and additional professional service. Although few will excel equally in all three areas, those appointed or promoted to the rank of librarian IV shall have made demonstrable contributions in each area. A candidate with a doctorate and a minimum of ten years of professional library experience may be appointed or promoted to this rank. In cases of unusual merit, a candidate with the master's degree in librarianship, a second master's degree, and six years as a librarian III or an equivalent rank may also be appointed or promoted to librarian IV.

   For initial appointment to the position of university librarian, the candidate should meet the requirements for librarian IV. In the event of an opening in that position, the librarians shall have input toward the selection of the new university librarian and shall meet with all final candidates.

   B. Librarian III. Appointment or promotion to the rank of librarian III is based upon established excellence of professional performance, continued academic study, and professional service, with pre-eminence and/or high quality contributions in one or more of these areas. Degree requirements for this rank include the master's in librarianship and either a second master's degree or thirty credit hours approved by the university. The candidate is considered for promotion during the fifth year in rank as a librarian II or may be appointed to this rank after nine years of professional library experience. Exceptions should be made only in cases of unusual merit.

   C. Librarian II. Appointment or promotion to the rank of librarian II requires a master's degree in librarianship, a minimum of fifteen credit hours approved by the university, and three years of professional library experience. A candidate with a master's degree in librarianship and five years of professional library experience is also considered. Evidence of promise in professional performance, continued academic study, and additional professional service is also required.

   D. Librarian I. Appointment to the rank of librarian I requires a master's degree in librarianship from a library school accredited by the American Library Association. Evidence of promise in professional performance is also required.

   To be considered for promotion in rank, the librarian must make written application to the Library Promotion Committee. The librarian will follow the calendar as given in the Schedule for Faculty Seeking Promotion in Rank found in the Appendix. The Library Promotion Committee is responsible for initial consideration of all applications for promotions in rank, appointments to rank for newly hired librarians, and also requests for extended contracts. The committee consists of five members elected by the Library faculty and chosen from those librarians with rank of librarian II or above with one or more years of experience in the library. The committee reviews the application and documentation and forwards its recommendation to the university librarian. The university librarian forwards his or her recommendation and that of the Library Promotion Committee to the provost and vice president for academic affairs. On the basis of all the evaluations and recommendations, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the provost and vice president for academic affairs decides against promotion, the librarian may request a review by the president. The decision of the president is final.

II. **Evaluative Criteria for Promotion**

   An annual review of the performance of each librarian of the Old Dominion University Library staff will be conducted in order that he or she may receive full credit and reward for his or her contribution to the library and to the university. The criteria on which this evaluation will be based are as follows:

   ¹See the "Policy and Procedures Concerning Academic Rank and Promotion in Rank," Section II.
A. Professional Performance. The basic quality which must be evident for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational and research mission of the university such as reference service, collection development, management, bibliographic organization and control. Each librarian should have the maximum possible latitude in fulfilling these responsibilities. Demonstration of high standards of professionalism should include:
   1. Demonstrated in-depth knowledge of job.
   2. Effectiveness in providing information to the university community and in the development and use of library resources.
   3. Performance characteristics such as innovativeness and creativity, adaptability and acceptance of responsibility.
   4. Demonstrated ability as an administrator, if applicable to the librarian's position description.

Additional evidence for promotion in rank may include:

B. Continued Academic Study. This category includes a formal, practical effort to broaden one's academic base, to acquire an additional graduate degree, or to pursue a course of study related to professional growth.

C. Additional Professional Service. This category includes activities, beyond those of required professional performance and continued academic study, in which the librarian exercises professional expertise in the service of the library, the university, the profession, or the community. The following activities will be among those considered in evaluation of additional professional service:
   1. Teaching
   2. Organization of workshops, institutes or similar meetings.
   3. Public appearances, such as presenting book reviews or addresses.
   4. Contributions to the advancement of the profession such as active participation in professional and learned societies as a member, as an officer, as a committee member, or as a committee chair.
   5. Activities related to inquiry and research, such as writing, editing, abstracting or reading for a professional journal, publishing in scholarly journals, presenting papers, reviewing books and other literature, developing grant proposals, serving as a member of a team of experts, review committee or similar body, developing or applying computer programs, etc.
   6. Preparation of library in-house publications such as manuals, guides, bibliographies, newsletters, etc.
   7. Active and effective service to the library, to the university, to university-related agencies or other community agencies.

The application and interpretation of all guidelines used in the evaluation of the librarians should be consistent with the principles of academic freedom as stated in the 1940 "Statement of Principles of Academic Freedom and Tenure." The basic responsibility for the evaluation of the librarian's performance rests on the university librarian, assistant university librarian, and/or the department head.

Evaluation will be based on the aforementioned criteria with evidence supplied by each librarian. Additional evidence may be supplied by request of the Library Promotion Committee. The evaluation process will conform with the Faculty Administrator Performance Appraisal Program as stated in this Handbook.

III. Salary Increments
Annual salary increments for librarians are based on the "Board of Visitors Policies and Procedures on the Compensation and Personnel Administration Plan for Administrative and Professional Faculty" in this Handbook. Initial recommendations for salary increments are made by the university librarian, who determines the salary increments from information supplied by the librarian's supervisor. The salary increments for librarians are within the total salary budget assigned to the library by the provost. After being notified by the university librarian of the salary increment, any librarian may request that the salary decision be reviewed by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

IV. Grievance Policy
Grievance policy and procedures for librarians follow the "Faculty Grievance Policy" as found in this Handbook.

V. Renewal and Non-Renewal of Appointments
Two types of appointments are normally awarded to librarians: (1) annual appointment, and (2) extended appointment.

A. Annual Appointment. The university librarian recommends to the president or his or her designee all librarian appointments, either initial appointment or renewal. For renewal, the university librarian writes each individual a letter in early spring indicating intent to recommend same. Prior to the beginning date of employment or normally during the month of June for renewal appointment, each individual is sent a "Notice of Appointment."

B. Extended Appointment. The main purpose of the extended appointment is to provide and protect academic freedom and job security for librarians. The extended appointment is a pledge by the university of continuing
employment to a librarian for a period of three years. The extended appointment is not a pledge of a specific administrative position or job assignment. Annual salary for each year of the extended appointment shall be in accordance with section III, Salary Increments. Changes in rank or position shall not affect the extended appointment.

The terms of the extended appointment are as follows:
1. Librarians at the librarian I rank are not eligible for extended appointment.
2. Librarians at the librarian II or III ranks are eligible for extended appointment after five full years of service in the library.
3. Librarians at the librarian IV rank are eligible for extended appointment after two full years of service to the library.

The Library Promotion Committee considers the applications for extended appointments using the same criteria as stated in section II, Evaluative Criteria for Promotion. The committee will recommend to the university librarian that the librarian be considered for an extended appointment or that the librarian remain on an annual appointment basis.

C. Resignation and Release from Appointment. The obligation to give due notice of termination of employment is reciprocal. A librarian, as part of his or her responsibility to the university and the profession, should make every effort to give the library administration adequate time to find a replacement if he or she desires to leave Old Dominion University. Release from a notice of appointment will be granted by the university only in exceptional cases, normally involving circumstances beyond the individual's control. In the case of a librarian who has signed a reappointment notice, release from appointment to take another position will be considered if (1) the offer of or the invitation to apply for another position did not come as a result of any solicitation or encouragement by the librarian, or (2) the position in question represents an opportunity for significant professional advancement.

When a librarian is unable to complete the term of service specified in the "Notice of Appointment," he or she must request release from the terms of that appointment. To request a release from appointment, the librarian should submit a letter to the university librarian for his or her review and approval. The letter should state the reason for the release, the release date and the last actual working day, if remaining annual leave must be utilized. A minimum of 30 days' notice, in addition to accrued leave, is expected.

Release from appointment is recommended by the university librarian and is subject to the approval of the provost and vice president for academic affairs or his or her designee.

A librarian may voluntarily resign from his or her appointment, by June 30. A minimum of 30 days' notice, in addition to any accrued leave days, is expected. The letter of resignation, including the reason for and the effective date of resignation, should be sent to the university librarian.

D. Non-Renewal of Appointment. The university librarian may recommend the non-renewal of appointment for the librarian whose evaluated performance is below acceptable professional standards. Said recommendation is made by the university librarian to the provost and vice president for academic affairs or his or her designee in accordance with the following timetable established by the university and published in this Handbook:
1. At least ninety (90) days for librarians in their first twenty-four months of service.
2. At least one hundred and eighty (180) days for librarians with more than twenty-four months of service.

E. Termination with Cause. The procedures for termination with cause for librarians follow the procedures for "Notice of Termination of Administrative Faculty Members" holding rank without departmental designation as found in this Handbook.
Tenure

I. Purpose of Tenure - The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the University, to protect academic freedom, and to enable the University to retain a permanent faculty of distinction in order to accomplish its mission. For these reasons, tenure is awarded only after a suitable probationary period, and the decision to award tenure is based both on the merit of the individual faculty member and on the long-term needs and mission of the department, the college, and the University.

II. Eligibility for Tenure

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

B. Faculty members may be considered for tenure only once.

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

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

III. Probationary Period

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

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

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

1. Time in the rank of assistant instructor, faculty of practice, artist-in-residence, performer-in-residence, writer-in-residence, research professor, research associate professor, research assistant professor, research associate, or any part-time position.

2. Time in appointment as an administrator, that is, in a position designated as a teaching/research administrative position or as a classified position in the state personnel system. (Time spent in a teaching and research faculty position as defined in the state personnel system will count as part of the probationary period, even if administrative responsibilities are assigned as part of that position; normally, departmental administrative positions such as chair or assistant chair will thus count as part of the probationary period.)

3. Time in a position that involves no teaching of credit courses, for example as a teacher of children or a therapist in the Children’s Learning and Research Center or as a teacher of exclusively noncredit course work.

4. Time spent on leave of absence.

5. Time spent on faculty exchanges if the faculty member so chooses.

C. A period of time, not to exceed one year, may be excluded from the probationary period, upon the approval of the provost and vice president for academic affairs subject to the following conditions.
1. That the faculty member submits a request in writing to the department chair. The department chair and the dean shall forward the request with a recommendation to the provost and vice president for academic affairs.

2. The request must be the result of the occurrence of a serious event. A "serious event" is defined as a life-altering situation which requires the faculty member to devote more than eight hours of each day to alleviate the impact of the event for a period greater than six weeks and less than one year. These events may include the birth of a child, adoption of a child under the age of six years, serious personal illness or care of an immediate family member including parent, stepparent, child, or spouse.

3. The faculty member shall provide documentation to justify the time requested and the seriousness of the event.

4. The request shall be made no later than one year from the first day of the serious event.

5. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.

6. Faculty who are awarded this exclusion shall have no requirements or expectations beyond those of any probationary faculty member.

7. Work accomplished during the excluded period may be cited in the tenure case.

8. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.

9. Decisions will be made within 60 days of the receipt of the faculty member’s request by the department chair.

10. The decision of the provost and vice president for academic affairs is final.

D. The maximum length of the probationary period is seven years (i.e., 21 semesters, including fall, spring and summer).

E. The length of the probationary period may be reduced in any of the following instances:

1. A faculty member who has full-time teaching experience at the rank of instructor or above at another collegiate institution; or has had full-time teaching experience in a nontenure-track position at Old Dominion University; or has had full-time teaching experience at the rank of instructor or above at Old Dominion University prior to a break in service, may have the probationary period reduced by one or two years. If the probationary period is to be reduced, the reduction must be recommended by the chair and dean and approved by the provost and vice president for academic affairs at the time of the initial appointment. Unless such a reduction has been approved and the faculty member has been so notified in writing at the time of the initial appointment, reduction for prior service will not be granted.

2. A faculty member initially appointed to the rank of full professor may be notified of a tenure decision by April 30 of the second year of service; if tenure is awarded, a tenure contract will be offered for the third year of service. In addition, the probationary period for a full professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.

3. A faculty member initially appointed to the rank of associate professor may be notified of a tenure decision by April 30 of the fourth year of service. If tenure is approved, a tenure contract will be offered for the fifth year. In addition, the probationary period for an associate professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.

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

January 2016
IV. Criteria for the Award of Tenure

A. The following criteria are used in the evaluation of every candidate for tenure. Each faculty committee and administrator considering a tenure case must specifically address each of these criteria as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. Committee votes must be recorded in the recommendations. In cases in which a vote is not unanimous, reasons for negative votes must be included.

B. Criteria to be used are as follows:

1. Since tenure may be awarded only to faculty members who hold the rank of associate or full professor or who are being simultaneously appointed to one of those ranks, any faculty member awarded tenure must meet the minimum requirements for the rank of associate professor.

2. Merit - Merit of the faculty member in teaching, research, and service over the entire probationary period and the contributions made by the faculty member in these areas to the University. (For definition of teaching, research, and service and a discussion of methods of evaluation, see policies and procedures concerning evaluation of faculty members, evaluation of teaching, evaluation of scholarly activity and research, and evaluation of service.) In addition to information supplied by faculty information sheets, the chair's evaluation, and other material presented by the department, an opportunity shall be made available for the faculty member to provide in writing any other material in support of the tenure candidacy. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for tenure. The evidence should address the quality of the journals and the reputation of book and other such publishers. In case of material developments, additional documentation may be added to the portfolio before the conclusion of the evaluation process with the concurrence of the department chair and dean.

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

   a. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For tenure of department chairs, the responsibility belongs to the dean.

   b. External reviewers will be asked to evaluate all submitted material mailed to them. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.

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

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

   a. The long-term enrollment of the department.

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

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

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

5. In departments offering graduate work, no faculty member can normally be awarded tenure unless convincing evidence is provided of successful performance in research. (Exceptions can be made only if the department can demonstrate a long-term need for an additional tenured faculty member who will not be teaching graduate students.)
V. Procedure for Tenure Consideration

A. The provost and vice president for academic affairs, fifteen months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching, and explain what procedures should be followed by those wishing to be considered for tenure.

B. External review process

1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair.

2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair will provide this list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. As a general rule, external reviewers should not be co-authors or former mentors of the candidate. The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for tenure.

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

4. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.

C. Initial consideration of tenure cases is conducted by the tenured faculty of the department.

1. The tenured faculty of a department may determine that a tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the chair. In this case, the entire full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee.

2. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three.

3. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberations of the departmental, college, or University Promotion and Tenure Committee, or of the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases.

4. The college committees shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. There should be at least three professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

5. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect

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1See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.
one of its members as chair.\(^2\) No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

D. The committee or group of tenured faculty makes its recommendation to the chair. In instances of a non-unanimous vote, a summary of minority opinion must be included. All committee members should vote yes or no. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.

E. If either the tenured faculty (or their committee), or the chair, or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. The committee or group of tenured faculty makes its recommendation to the chair. In cases of a non-unanimous vote, a summary of minority opinion must be included. All committee members should vote yes or no. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.

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

   If the faculty member requests further review, all materials including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. All committee members should vote yes or no. The dean then makes a decision concerning tenure and informs the faculty member.

   If either the decision of the college committee or that of the dean is positive, the faculty member's case is considered in accordance with the procedures in the following paragraphs. If both decisions are negative, the faculty member may request, within two weeks, a further review by the provost and vice president for academic affairs, who makes a final determination concerning further consideration of tenure.

G. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded, with reasons, to the provost and vice president for academic affairs.

H. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons, including minority reasons, if any) concerning tenure, which is forwarded to the provost and vice president for academic affairs.

I. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.

J. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case by April 30 (December 22 for mid-year tenure candidates) of the year in which it is being taken up. Upon approval of the Board of Visitors, the faculty member is offered a tenure contract for the coming year.

K. If the determination of the provost and vice president for academic affairs is against tenure, the faculty member is notified by April 30 (December 22 for mid-year tenure candidates) that a terminal contract will be offered for the ensuing year.

L. The faculty member may request, within two weeks, that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review within one month. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee within two weeks. (Refer to the policy on Communications With the Board of Visitors for procedural information.) The decision of the Board of Visitors or its designated committee is final.

M. Copies of the recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for tenure. The faculty member will be provided opportunity to correct any factual

\(^2\) The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committees elected by each individual degree-granting college serve for an entire academic year, not for the spring semester of one year and the fall semester of the following year.
misinformation in such recommendations by placing a letter in his or her tenure file at any stage, or up until March 1 to the provost (November 22 for faculty hired mid-year).

N. The above procedures at the departmental and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as designated above in all cases.
Promotion in Rank
(Board of Visitors Policy, #1412)

I. Board of Visitors Policy
   A. Except for promotion to the rank of assistant professor, all promotions in rank are based on evaluation of the faculty member’s performance in teaching, research, and service over the total time in the previous rank as compared to the criteria established by the Board of Visitors for the rank being considered and any other criteria established by the department or college.
   B. Promotion to the rank of associate professor must occur at the time of the tenure award.
   C. Promotion to the rank of full professor is normally considered no earlier than during the sixth year of a faculty member’s service as associate professor at Old Dominion University. Exceptions are made only under the following circumstances:
      1. A faculty member who has held the rank of associate professor at another institution and was initially appointed to Old Dominion University at the rank of associate professor may be considered for promotion at the time of the award of tenure.
      2. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.
   D. The president, upon the recommendation of the Faculty Senate, shall establish procedures for consideration of promotion to the rank of full professor (and designation as eminent scholar). Such procedures shall require consideration and recommendation by faculty members at the department and college level, the chair, the dean, and the University Promotion and Tenure Committee. The decision concerning promotion is to be made by the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against promotion, the faculty member may request a review by the president. The decision of the president is final.

II. Procedures for Promotion in Rank
   A. These procedures apply to promotion to the rank of full professor. Promotion to the rank of assistant professor is made by the provost and vice president for academic affairs following recommendation by the chair and dean. These procedures are designed to implement the Board of Visitors policy concerning promotion. The board policy is governing in all promotion cases.
   B. Considerations Concerning Promotion
      1. Each faculty committee and administrator considering a promotion case must specifically consider factors listed below as they apply to each case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. In the case of committees, the vote must be recorded in the recommendation, and the reasons produced by the minority members must be specified.
      2. Each committee and administrator making a recommendation concerning promotion considers evidence of the faculty member’s performance over the total time in which the previous rank has been held as compared to the guidelines for the rank being considered as established by the Board of Visitors and any other guidelines established by the department or college.
      3. The total rank structure of the department should be considered.
      4. At the least, the committees and administrators should examine faculty information sheets, chair evaluations, dean’s evaluations, and any other evidence submitted by the faculty member, the chair of the department, or any other relevant source. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for promotion. The evidence should address the quality of the journals and the reputation of book and other such publishers.
   C. In the case of promotion to full professor, external evaluation of the faculty member’s research and scholarly activity by nationally recognized experts in the field of specialization will be required.
      1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair. In promotion of department chairs, the responsibility belongs to the dean.
2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate’s list and three reviewers from the department tenure and promotion committee’s list; the chair will provide the list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. As a general rule, external reviewers should not be co-authors or former mentors of the candidate. The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for promotion.

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

4. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For promotion of department chairs, the responsibility belongs to the dean.

5. External reviewers will be asked to evaluate all submitted material mailed to them. Candidates for promotion are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.

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

7. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.

D. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above: Only faculty holding the rank of professor are eligible to vote on candidates for promotion to professor.

1. In the case of large departments, the faculty members in the rank being considered or above may select a committee from their ranks to consider and make recommendations concerning promotion. In that case, it is the responsibility of the committee to elicit opinions from all faculty members holding the rank considered or above.

2. In departments where fewer than three members hold appointments in the rank being considered or above, the dean, in consultation with the chair, will appoint enough additional faculty in the rank or above from other disciplines to form a committee of at least three.

3. Candidates for promotion should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.

4. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of either the departmental, college, or University Promotion and Tenure Committee.

5. The college committees shall consist of one tenured faculty member from each department in the college. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. There should be at least three

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1See the Schedules for Faculty Personnel actions in the appendix for specific dates and actions.
professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

6. The University Promotion and Tenure Committee shall consist of one tenured faculty professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college’s promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair¹. No personal shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

7. The faculty member involved is informed that the committee is considering promotion in rank and is given an opportunity either to appear before the committee (or group) considering the case, or to submit a statement in writing in support of eligibility for promotion.

8. In case of material developments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the department chair and dean.

E. The committee or faculty group makes its recommendation concerning promotion to the chair together with reasons for the recommendation (including a minority statement in the case of a non-unanimous vote), and specifies the vote of the committee. All committee members should vote yes or no. The chair evaluates independently the credentials of the faculty member, the rank structure of the department, and any additional evidence presented, either by the faculty member or from any other source, and makes a recommendation, with reasons, concerning promotion.

F. If either the departmental committee (or group), or the chair, or both recommend promotion, the faculty member’s credentials together with the recommendation of the faculty committee and the chair will be forwarded to a promotion committee of the college for consideration. This committee will make an independent evaluation and make a recommendation concerning promotion with reasons (including reasons of the minority), to the dean. The recommendations will indicate the vote of the committee. All committee members should vote yes or no.

G. If neither the faculty committee (or group) nor the chair recommend promotion, the faculty member will not be considered for promotion in the coming year unless a review by the college promotion committee and the dean is requested by the faculty member. If a review is requested, the departmental committee and the chair forward all documents to the promotion committee of the college, which examines them and makes a recommendation concerning promotion to the dean. All committee members should vote yes or no. The dean examines all documents, including the recommendation of the college committee, and makes a determination concerning promotion. If the dean’s determination is negative and is not in accordance with the recommendations of the departmental committee, the chair, and the college committee, then the faculty member is not promoted for the coming year. If the dean’s determination is negative and is in accordance with all previous recommendations, the faculty member may request a further review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final in such cases.

H. The dean, considering all previous recommendations and all credentials, then makes a recommendation concerning promotion, which is forwarded, with reasons, to the provost and vice president for academic affairs.

I. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation, and makes a recommendation (with reasons, including minority reasons, if any) concerning promotion which is forwarded to the provost and vice president for academic affairs. All committee members should vote yes or no.

J. On the basis of all the evaluations and recommendations presented, and after consultation with staff, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. The decision of the provost and vice president for academic affairs will consist of one of the following:

1. promotion
2. deferral

¹The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committee elected by each individual degree-granting college serve for an entire year, not for the spring semester of one year and the fall semester of the following year.
K. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.

L. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.

M. All promotions are reported by the president to the Board of Visitors.

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

O. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.

III. Research Faculty

A. Promotion to the rank of research professor from the rank of research associate professor and promotion to the rank of research associate professor from the rank of research assistant professor shall be upon the recommendation of the department, chair, college promotion and tenure committee, dean and University Promotion and Tenure Committee to the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against the promotion, the person may request a review by the president. The decision of the president is final.

B. The process for promotion to the rank of research professor and promotion to the rank of research associate professor will require external evaluation of the quality of the faculty member’s research performance from nationally recognized experts in the faculty member’s field; procedures for the external review process can be found in section II.C. of this policy.

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

IV. Part-time instructional faculty may be promoted in rank (for example, from adjunct assistant professor to adjunct associate professor) upon recommendation of the chair and dean to the provost and vice president for academic affairs. Full documentation of the credentials of the faculty member being recommended for promotion is required. If the provost and vice president for academic affairs denies the promotion, the faculty member may request a review by the president. The decision of the president is final.

- Adopted by the Board of Visitors
  September 26, 2013
  Revised September 18, 2014
Evaluation of Faculty

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 faculty member during the previous year (see section 11.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 Effectiveness, 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:
   a. endorsing the evaluation of the chair; or
   b. 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 and vice president for academic affairs that such resources are needed. If a pattern of deficiency in the performance of a tenured faculty member is documented from the cumulative annual evaluations, for a period of at least two years, the chair or dean shall call for an in-depth evaluation of the faculty member and may conduct a post-tenure review, as described in the Policy and Procedures on Post-Tenure Review. 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 Effectiveness.)

   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 the 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.\(^1\) It is important that the review extend beyond certifying adequate teaching performance and focus on creative ability, productivity, and potential to excel.

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

\(^1\)See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.
Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers
(Board of Visitors Policy, #1417)

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

A. Lecturer - This is a full-time rank that requires an appropriate master’s degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation
   a. Persons initially appointed at the rank of lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on "Reappointment or Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service, persons holding this rank will receive a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities, as well as the needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for academic affairs following completion of the review at the college level.
   b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual may be offered an appointment for the next three academic years. Those persons who are reappointed in this manner shall be subject to another in-depth review conducted by the dean during the fall semester of the third year of the reappointment. Lecturers may be reappointed for additional three-year periods by utilizing the same procedure as described above.
   c. If the decision is made not to retain the lecturer, either after the fifth year of initial service or subsequent three-year appointments, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.

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

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

1. Evaluation
   a. Persons initially appointed at the rank of senior lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on the "Reappointment or Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service, persons holding this rank will receive a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities as well as needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for academic affairs following completion of the review at the college level.
   b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual may be offered an appointment for the next three academic years. Those persons who are reappointed in this manner shall be subject to another in-depth review conducted by the dean during the fall semester of the third year of the reappointment. Senior lecturers may be reappointed for additional three-year periods by utilizing the same procedure as described above.
   c. If the decision is made not to retain the senior lecturer either after the fifth year of initial service or subsequent three-year appointments, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy

    - Adopted by the Board of Visitors
    September 26, 2013
Policy and Procedures on Post-Tenure Review

I. Board of Visitors Policy

The faculty and administrators of Old Dominion University are dedicated to the pursuit of excellence in teaching, research, and service. It is the role of the department chair and the dean to conduct annual evaluations of tenured faculty members, to identify the area or areas in which a particular tenured faculty member has not met expectations, to explain the rationale for that assessment, and to facilitate faculty development as needed to improve faculty performance. To this end, the post-tenure review process is intended to be developmental rather than punitive.

A tenured faculty who receives an annual review from the chair and dean stating that he or she has a serious deficiency in teaching, research, and/or service should be aware that a second annual evaluation from the chair and dean which states that he or she has not met expectations in terms of overall performance in the three areas of responsibility could activate the post-tenure review process. It is the responsibility of the department chair to meet within 30 days with the faculty member who has received such an evaluation to present in writing and clarify through discussion the deficiencies identified in the evaluation. The chair and dean should also outline in writing the steps to be taken, the required outcomes, and the points in time at which progress will be assessed in order for the faculty member to correct identified deficiencies and thus meet expectations in subsequent annual reviews. The chair and dean will also notify the faculty member in question that his or her subsequent annual evaluation will be issued no later than January 15 of the following year.

If the post-tenure review policy is activated, the faculty member must be notified in writing by the chair and dean. Post-tenure review cannot be activated unless the pattern of deficiency has been noted in two annual reviews. (See paragraph II.K. of the Policy and Procedures on Evaluation of Faculty.)

II. Confidentiality

The confidentiality of the post-tenure review process must be maintained. When the decision is made to place a faculty member under post-tenure review, discussion of the post-tenure review candidate and the process should be limited to the chair, the dean, the provost and vice president for academic affairs, the president, and the tenured faculty member placed under post-tenure review. With the approval of the faculty member undergoing post-tenure review, other individuals may be involved in various aspects of the strategic development plan for the purpose of mentoring the faculty member under review. Care should be taken, however, to involve in the plan only those individuals who agree to respect the essential confidentiality of the post-tenure review process.

III. Procedures

The chair must recommend initiation of the post-tenure review process no later than January 15, and the dean's recommendation must be made no later than February 8. The decision of the provost and vice president for academic affairs on whether to support the post-tenure review process for the faculty member must be made no later than March 1.

When the post-tenure review process has been activated, the chair and the dean will conduct an in-depth evaluation. In addition to examination of the teaching, research, and service record of the faculty member from previous evaluations, the chair and dean should evaluate the overall contribution of the faculty member to the university. Consideration and assessment of a faculty member's performance in post-tenure review must include all aspects of the faculty member's performance and cannot be limited to teaching. With respect to teaching, the total evaluation of teaching must include evaluation by student questionnaires and at least one other method. If requested by the faculty member, the chair, or the dean, one or more external evaluators may be brought into the process.

In addition to a thorough assessment of faculty performance, a major outcome of this process is a strategic development plan indicating the faculty member's expected long-range contributions to the university in specific terms. Where deficiencies or areas for possible improvement are noted, the strategic development plan should address ways of dealing with these problems, measures of expected outcomes, and a timetable for accomplishing these outcomes. The strategic development plan will be written by the faculty member under review in consultation with the chair and/or dean. The strategic development plan, including measures of expected outcomes, if appropriate, will be detailed in a signed agreement among the faculty member, the chair, and the dean by March 1. The full text of this agreement is submitted to the provost and vice president for academic affairs. The provost and vice president for academic affairs may approve, modify or reject the strategic development plan. The implementation of the strategic development plan is expected to take place by March 10.

If the dean and the chair are unable to solicit the cooperation of the faculty member in the development of the strategic plan, the dean and the chair will prepare a plan to which the faculty member will be expected to agree by March 1. In the event that the individuals involved (dean, chair, faculty member) are unable to reach an agreement
on a strategic development plan by March 1, the dean will report to the provost and vice president for academic affairs that an agreement has not been found. In such an instance, if the dean and provost and vice president for academic affairs concur, a major sanction may be issued to the faculty member at this time. If the faculty member refuses to agree to or sign the strategic development plan and elects instead to grieve the post-tenure process, the faculty member must file a formal grievance by March 10 and follow the approved time line for grieving the post-tenure review process.

Annual evaluations in succeeding years will specifically address progress toward meeting the goals outlined in the agreement on the strategic development plan. A faculty member who fails to achieve the outcomes identified in the in-depth evaluation within the agreed-upon timetable may be subject to disciplinary actions up to and including a major sanction as described in the section of this Handbook entitled "Faculty Sanctions."

IV. Appeals and Grievance

A. Appeal of Post-Tenure Review: A faculty member who disagrees with the administrative decision to initiate a post-tenure review and develop a strategic plan with a timetable may file a grievance (see the section of this Handbook on "Faculty Grievance Policy," III.A.6).

1. To appeal the initial decision of the chair recommending post-tenure review, the faculty member must provide supporting documentation to rebut the evaluation to the dean by February 1.

2. The dean reviews all available information, makes a decision and notifies the provost and vice president for academic affairs and the faculty member by February 8.

3. If the faculty member objects to the dean's decision, he or she may appeal to the provost and vice president for academic affairs. This appeal must be made by February 15.

4. The provost and vice president for academic affairs must act on the faculty member's appeal and approve or reject the strategic development plan by March 1.

B. Grievance of Post-Tenure Review: If a faculty member is placed on post-tenure review, then he or she must combine and respond to in one grievance all issues related to the dispute over post-tenure review: the annual evaluation, the decision to place the faculty member on post-tenure review, the requirements of the strategic plan, and the imposition of a major sanction, if issued. Regardless of the provisions of the "Faculty Grievance Policy," III.A.6. and A. 7., the faculty member must file this grievance by March 10.

V. Annual Report on Post-Tenure Review

The provost and vice president for academic affairs will present an annual report to the deans and the Faculty Senate on the number of new and continuing post-tenure review cases and on their general outcome.

- Adopted by the Board of Visitors
April 12, 2001
Revised April 12, 2002
# Post-Tenure Review Grievance Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Chair's delivery of annual evaluation calling for post-tenure review and development of strategic plan</td>
<td>January 15</td>
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<tr>
<td>2.</td>
<td>Faculty objects to evaluation; provides additional information to dean and chair</td>
<td>February 1</td>
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<tr>
<td>3.</td>
<td>Dean issues faculty evaluation to provost which includes chair's evaluation and faculty comment</td>
<td>February 8</td>
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<tr>
<td>4.</td>
<td>Faculty objects to dean's evaluation and provides additional comment to dean and provost and vice president for academic affairs; last date for development of strategic plan; faculty must begin performance of strategic plan or chair may begin to impose sanction</td>
<td>February 15</td>
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<tr>
<td>5.</td>
<td>Provost and vice president for academic affairs responds to dean's evaluation</td>
<td>March 1</td>
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<tr>
<td>6.</td>
<td>Faculty files formal grievance with Faculty Grievance committee. The grievance will include all issues related to evaluating the strategic plan.</td>
<td>March 1</td>
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<tr>
<td>7.</td>
<td>Faculty delivers grievance to all members of Faculty Grievance Committee and designated administrative officer.</td>
<td>March 10</td>
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<tr>
<td>8.</td>
<td>Designated administrative officer files written response to grievance with all members of Faculty Grievance Committee; designated administrative officer response will include statement of charges</td>
<td>March 17</td>
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<tr>
<td>9.</td>
<td>Chair of Faculty Grievance Committee convenes committee to determine whether grievance and response are procedurally adequate</td>
<td>March 22</td>
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<td>10.</td>
<td>Faculty Grievance Committee creates hearing panel; each member of Faculty Grievance Committee names one member of hearing panel</td>
<td>March 31</td>
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<tr>
<td>11.</td>
<td>Chair of Faculty Grievance Committee sends grievance and response to each member of hearing panel and designated administrative officer</td>
<td>April 1</td>
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<tr>
<td>12.</td>
<td>Chair of hearing panel sends notice of hearing date</td>
<td>April 2 (last date for hearing)</td>
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<td>13.</td>
<td>Parties submit to chair of hearing panel all documents and exhibits</td>
<td>April 12</td>
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<tr>
<td>14.</td>
<td>Chair of hearing panel distributes documents and exhibits to hearing panel</td>
<td>April 15</td>
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<tr>
<td>15.</td>
<td>Hearing and decision on grievance, statement of charges and sanction proposed in statement of charges</td>
<td>April 17 (last day for hearing)</td>
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<td>16.</td>
<td>Hearing panel drafts report and transmits to president; copy to Faculty Grievance Committee and faculty member</td>
<td>April 24</td>
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<tr>
<td>17.</td>
<td>Faculty Grievance Committee reviews hearing panel report, issues Faculty Grievance Committee recommendation and transmits hearing panel report and Faculty Grievance Committee recommendation to president</td>
<td>Seven days after step 16 (May 1)</td>
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<tr>
<td>18.</td>
<td>President issues final decision to all (hearing panel, Faculty Grievance Committee and faculty)</td>
<td>May 15</td>
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- Approved by the president
  December 20, 2000
University Policy on the Evaluation of Teaching Effectiveness

I. General Guidelines

The University is committed to the goal of excellence in teaching. It therefore provides encouragement and means for faculty development and establishes ways to recognize and reward effective teaching. Advisement of students as it relates to undergraduate research and theses, master’s theses and doctoral dissertations is an important area of teaching. Each department should develop methods of evaluating, encouraging and rewarding excellence in student research advisement. Evaluation of teaching serves to provide information to the faculty member for self-improvement.

A. Suitably devised evaluations of teaching (including research advisement) provide a means that is as fair, reliable, and valid as possible for the administrative evaluation of teaching performance for merit rewards. Evaluation for merit awards must follow certain guidelines to ensure maximum fairness, reliability, and validity.

B. In the evaluation of the various aspects of teaching performance, an emphasis should be placed on skills and knowledge (including aesthetics and clarification of values where appropriate) acquired by students in each course. Attention should also be paid to the relationship of the skills and knowledge acquired to the overall objectives and the specific requirements of a given departmental program.

C. A combination of methods must be used, so that each source of data will act as a check on the others and thereby contribute to a fairer evaluation. The interpretation of the data must be supplemented by cautious consideration of other factors germane to instruction, such as student ability and needs. Other factors that should be considered include grade distributions, class size, opinion survey response rates, and instructional format. Student learning is the result of the student’s skills and efforts as well as those of the instructor.

D. Great caution must be exercised to ensure that student opinion surveys are not used as a means to make fine distinctions among faculty members. The rating of an instructor in the majority category should be considered as evidence of teaching competence. Rank ordering of teachers or comparisons to departmental, college or university averages is not valid in the evaluation process. References to isolated student comments should be avoided unless an established trend can be demonstrated. When teaching is considered deficient or needs improvement, the evaluator(s) should make suggestions for improvement.

E. Variables, such as course level, type of course, class size, whether the course is required vs. elective, teaching load, etc., must be constantly investigated and taken into consideration by those involved in the evaluation process. Class attrition is a questionable measure of teaching effectiveness, but if it is to be used, its relationship to various variables must be examined.

1. Evaluators in all levels of the evaluation process must be attentive to allegations of bias and be particularly alert to patterns of possible discrimination.

2. Department chairs, deans, and appropriate faculty committees should be knowledgeable concerning the evaluation, interpretation, and use of the data gathered from the various evaluation sources. The University, through the Office of Academic Affairs and other means, should make available opportunities for faculty members and responsible administrators to obtain appropriate knowledge.

3. The data gathered in the evaluation process will not be made available to anyone beyond those officially part of the evaluation process without the written authorization of the faculty member. This restriction is not intended to apply to college-wide statistical studies that do not reveal the identity of individual faculty members.

F. The several colleges are responsible for implementing the provisions of this policy. The colleges may delegate this responsibility to departments as appropriate. The development of college or departmental policy within the context of this policy is primarily a function of the faculty.

1. Appropriate departmental, college, and University individuals and committees should regularly review these policies on the evaluation of teaching (including research advisement) and how they are being implemented, both to ensure that they are not being violated to the possible detriment of the individuals being evaluated, and to initiate needed improvements.

G. It is the ultimate responsibility of the provost and vice president for academic affairs to enforce the provisions of this policy.

II. Evaluation
The total evaluation of teaching must include evaluation by Peer Review of Portfolio and student opinion surveys. Colleges may choose to use additional methods especially in the case of untenured, tenure-track faculty.

A. **Peer Review of Portfolio**

The function of Peer Review of Portfolio is to evaluate teaching effectiveness by an examination of the documents used in instruction. These documents are to be assembled by each faculty member and presented to the department chair in accordance with the established University evaluation schedule. The chair will collect all portfolios and make them available to the designated evaluation committee.

1. Reviews of portfolios should be conducted every five years for tenured faculty, every three years for senior lecturers and every year for nontenured faculty, lecturers, instructors, and adjunct faculty. More frequent review may be requested by the faculty member, the chair or the dean. All courses taught during the review period should be included in the portfolio.

2. The full-time faculty of each department, through an election, are responsible for establishing the procedure for the selection of evaluation committees as well as the process for evaluation. Each portfolio must be evaluated by at least three individuals. Under this policy it is possible that a department might elect to have a separate committee for each faculty member, to assign the evaluation of all faculty to a standing committee, or to designate a specifically elected committee for the purpose of portfolio evaluation.

3. This portfolio will consist of all instructor-provided materials used in each course (not section) during the period covered by the evaluation. Materials from only the most recently taught section of each course and only from courses taught during the period covered by the evaluation should be included. If the faculty member chooses, summer session courses may be included. Where it is impractical to include items, such as films, a description of those materials should be included.
   a. Examples of materials to be submitted are the course syllabus, assignment lists, research paper assignments, reading lists, study guides, handouts, problem sets, laboratory exercises, performance assignments, simulations, all testing materials including the final examination, efforts to improve teaching (including research advising), teaching development activities, and any other material or information that would assist the committee in evaluating the effectiveness of teaching. Student opinion surveys are considered in the annual review and are not a part of the teaching portfolio review.
   b. In addition to the course materials, the faculty member should also provide a brief summary of teaching and research advising loads, grade distributions, the course objectives and methods used to evaluate student performance.

4. The issues that the evaluation committee will address in its review are as follows:
   a. The overall nature of the faculty member’s teaching tasks. Examples include number of courses taught, number of students in each course, whether the faculty member had graduate student assistance with large classes, presence of written work for large classes, number of research students advised, and participation in distance learning and other teaching venues requiring extra time and effort.
   b. The overall quality of the materials selected for use by the faculty member in each course covered by the evaluation. Issues include whether the materials are current and represent the best work in the field, whether the materials represent a superficial or a thorough coverage, how well the course has been developed, and whether the intellectual tasks set by the instructor are appropriate.
   c. The overall quality of feedback, evaluation and testing in each course covered by the evaluation. Issues include whether the testing and evaluation procedures are consistent with the intellectual tasks set by the instructor and whether adequate feedback is provided to students in order to develop the desired levels of intellectual performance. If appropriate, the reasonableness of grade distributions will be addressed.
   d. Specific suggestions for improvement in any of the above areas.

5. In colleges or departments where faculty portfolios are developed and evaluated as part of the accreditation process, this effort can substitute for peer review of portfolio for the year of the accreditation review. The college or department should follow the process outlined above in other years.

6. The peer review of portfolio process could result in faculty development proposals for those faculty whose instruction, course materials, or evaluation methods need improvement. Proposals for faculty development funds should be submitted by the faculty member, the chair or the dean and should include cost-sharing figures.

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1See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.
B. Student Opinion Surveys

1. The colleges are responsible for obtaining data to assist in the evaluation of teaching effectiveness within the college by means of a university-wide student opinion survey. Supplemental questions (or separate surveys) may be used by departments or individual faculty. In the case of courses taught by telecommunications, questions related to teaching in that environment should also be included. When courses are team-taught by more than one faculty member, students should be asked to complete separate surveys for each faculty member. Questions specific to team teaching should also be included where appropriate. Responses in the student’s own words are to be solicited on surveys.

2. Students are to be made aware of the purposes and value of the survey.

3. The standardized student opinion surveys will be administered online by the University. Students will receive multiple notices from the University and should be encouraged by the course instructors to respond.
   a. The statistical results, produced so as to ensure student anonymity, are made available to the faculty, to the chair of the department, and to the dean as soon as the results are produced or at the end of the normal grading period for the course, whichever comes later. Results for student opinion surveys where five or fewer students are enrolled in a class will be made available to faculty and administrators with the removal of demographic information.
   b. The student opinion survey results form one component of the overall evaluation of teaching effectiveness. Individuals who have a role in the process of evaluating teaching effectiveness will have access to the statistical results as contained in the individual faculty member’s file. Survey results obtained by means other than these standardized procedures shall not be accepted as primary evidence of teaching ability.
   c. Student opinion surveys will be administered within the last two weeks of classes for full-term classes (15 weeks or greater) and during the last nine days of classes for courses less than 15 weeks for the fall and spring semesters for all faculty members, including tenured, nontenured, adjunct and graduate teaching assistants, and during the last two weeks of classes of the summer semesters (for faculty who request that student opinion surveys be administered in the summer courses and for faculty on alternate contracts).

C. Other Methods of Evaluation

As noted above, colleges and/or departments desiring an additional method of evaluation should submit a proposal to the dean for review and possible approval. Methods of evaluation that might be used are as follows:

1. Student achievement tests - Student achievement tests should be used for evaluation of teaching if standardized and uniform questions and scoring are feasible, and there exists a wide testing sample of students with different instructors in different semesters or in different sections of the course. Testing shall be performed both early and late in the course to ensure a valid measure of learning actually achieved during the course. It should be developed and utilized, where possible, on a regular basis by the faculty on the department or college level.

2. Student interviews - Systematic exit interviews or surveys, or interviews at predetermined stages of a student’s major program, may be conducted within each college or department. A standard format should be used. A means should be devised to ensure accurate recording of the interview, through the presence of a disinterested observer, through maintenance of a written account, tape, or transcription of the interview, or through other appropriate means. Comments about individual faculty members should be transcribed and made available to them, although the identity of the students will remain confidential.

3. Classroom visitation - A carefully designed and consistent program of peer observation of teaching may be established within a college or department. The design of the program of observation must provide for a consistent program, with sufficient controls to avoid prejudice or caprice, and must be approved by the college/department faculty, the department chair, the dean and the provost and vice president for academic affairs.

4. Evaluation of distance education - When teaching students at a distance using technology, such as instructional television, or the internet, further evaluation may be based on: class visitation at a distant site (as defined above), personal interviews of distant students (as defined above), benchmarking against quality standards established by industry experts, e.g., the Sloan Consortium, or a review of evaluations prepared by regional or national consortia such as National Technological University. If a course is part of a larger program for distance learners, the evaluation should also assess faculty contribution to the success of the overall program.

5. Certain other procedures are generally considered to provide a less reliable contribution to a fair and systematic evaluation of teaching performance and therefore should be employed only with due caution.
They include (1) evaluation by organized student groups; (2) alumni surveys; and (3) self-evaluations. Normally, use of data based on these procedures should be limited to a supplemental role and not constitute a primary means of evaluating teaching performance. Colleges or departments that wish to use these or other techniques not noted above as a primary data source for the evaluation of teaching must develop clear standards of application for their use. These procedures and standards of application must be approved by the faculty, the dean and the provost and vice president for academic affairs.

6. It is the responsibility of colleges or departments to establish formal procedures for the evaluation of faculty, supervision of student research projects, internships, tutorials, honors programs, and the like. The results of such evaluations may be included in the evaluation process but must be used with extreme caution, particularly when such activities constitute a major portion of an instructor’s teaching load.

- Recommended by the Faculty Senate
  Approved by the president
  June 1980
  Revised August 10, 1992
  Revised January 22, 1993
  Revised May 3, 1993
  Revised April, 2003
  Revised May 17, 2004
  Revised June 2, 2005
  Revised January 23, 2006
  Revised April 9, 2007
  Revised June 24, 2010
  Revised April 16, 2013
  Revised December 16, 2014
Evaluation of Scholarly Activity and Research

A. Scholarly Activity and Research

1. 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).

2. 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 must include items 4 a-c at a minimum and items 4 d-j where appropriate. The 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 department criteria should be attached to the evaluation by the chair that is submitted to the dean and to the provost and vice president for academic affairs.

3. If the faculty member has received released time for research, the chair should evaluate the effectiveness with which this released time has been used.

4. Within the definitions noted below, the evaluation of scholarly activity and research in a department should be based on these criteria. In evaluation, emphasis should be placed on quality, not just quantity. The following, where appropriate, are included in the definition of scholarly activity and research at Old Dominion University: publications, presentations at professional meetings, grants and contracts, computer software and educational media, instructional research, interdisciplinary research, creative and artistic productions, translational research including patents awarded, and applied projects in technical and professional fields.

a. Publications - In evaluation, the chair should take into consideration and comment upon the reputation and editorship of journals in which the faculty member has published, the extent of external peer review of articles, level of authorship for the faculty member, e.g. sole, first, or second author, and the level of publications, e.g. international/national, regional, state, or local. Published books are evaluated on the level and reputation of the publishing company, e.g. international/national, regional, state, local, or self-published, and the nature of the reviews received. Evaluation of the quality of the publication is essential. For major personnel decisions (e.g., tenure and promotion) external evaluation of publications is required.

b. Presentations at professional meetings - The chair will be expected to evaluate such presentations on a similar basis to publications in learned journals - that is, taking into consideration the extent of external peer review before acceptance of the paper and the prestige associated with having a paper accepted for presentation at that meeting.

c. Grants and contracts - In evaluation of faculty members' funded research activity, the chair should take into consideration the aggressiveness with which the faculty members have sought out research opportunities (considering the availability of opportunities in their fields), the effectiveness with which faculty members have met the requirements established by the funding agency, the effectiveness with which the faculty members have worked with colleagues and contributed to funding for graduate assistants and post-doctoral fellows, purchased released funds obtained, and the leadership that faculty members have provided on particular grants (as principal investigator, co-principal investigator, collaborator, consultant or other major participant).

d. Computer software and educational media - Creative work resulting in the creation of significant computer software or digital educational materials for use external to the University will be evaluated by the chair based on external evaluations and reviews.

e. Instructional research - The chair should give credit to effective instructional research by faculty members, with emphasis on well-designed and controlled research in teaching, particularly in their own or closely related disciplines, and the recognition that the instructional research has received through publication or adoption at other institutions.

f. Interdisciplinary research – Credit should be given for interdisciplinary and cross-disciplinary research, including collaboration with others outside the immediate field of expertise of the faculty member, whether internal or external to the University.

g. In fields such as music, performing arts, and art, performance and juried/curated exhibition are counted as research activity. The chair should evaluate the quality of the artistic production, and may consider evidence...
such as published reviews of performance and exhibitions, stature and exclusivity of venue and juror/curators, or awards in juried exhibitions.

h. Translational research and patents awarded are important components of faculty research in certain health services, business and technical fields. The chair should give credit for patents awarded and translational research that results in important new industrial, health services, or business applications.

i. Research activities may include applied projects that directly support the needs of industry, government and/or the community, and result in a comprehensive published technical report. Examples include publications in trade journals, economic impact studies and forecasts, white papers, reports to government agencies, etc. Further examples of other appropriate research and scholarly activities are development of new products, processes, or techniques and software development.

j. Other – Editorship of prestigious journals may be considered scholarly activity in certain disciplines. Book reviews, instructional manuals, and articles in national popular magazines related to the faculty member’s expertise may be considered, but are not substantial scholarly publications.

- Approved by the president
June 24, 2013
Evaluation of 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. (In the following listing, items are not necessarily listed in priority order.)

A. Mentoring of students is one of the most important areas of faculty service, and each department should develop methods of evaluating, encouraging and rewarding excellence in student mentoring. Departmental, college, and University service also includes mentoring and counseling of students and junior faculty, special service assignments, sponsorship of student activities, cooperation with the Office of Development in outreach to alumni and securing external funding for the University, service on departmental, college and University committees and task forces, cooperation with the Office of Admissions in recruitment of students to the University, and other service activities.

B. 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. Examples of community engagement activities to be evaluated include participation in University outreach programs, teaching noncredit courses, workshops, projects, and colloquia in the faculty member's expertise, speaking engagements, both reimbursed and unreimbursed consulting activities, and other ways the faculty member uses his or her professional knowledge for service.

C. Service to the discipline is exemplified by service to scholarly or professional societies, journal editorships, peer review activities for scholarly journals, scholarly books and texts, and external funding agencies, and other ways of contributing to the advancement of the discipline or appropriate interdisciplinary fields other than in areas relevant to teaching and research.

Service to scholarly or professional societies may include holding of office, serving on boards, chairing symposia and special sessions at conferences, editing proceedings, reading non-research papers, being instrumental in bringing a professional group to campus and serving on the local arrangements committee, developing a teleconference, and any other ways in which the faculty member is active within the professional society. It is the responsibility of the chair to evaluate the quality of the work done for the professional society by the faculty member and the stature of the professional society itself and its relevance to the mission of the University.

- Approved by the president
  September 30, 2013
Faculty Salary Increments

I. Board of Visitors Policy

Annual salary increments for faculty members are determined primarily by the evaluation of performance in teaching, research, and service. Initial recommendations for salary increments are made by the chair. The chair's recommendations are reviewed by the dean, who determines the salary for each faculty member in the college within the total salary budget assigned to the college by the provost and vice president for academic affairs. A faculty member may request that the salary decision be reviewed by the provost and vice president for academic affairs. Requests for review must be submitted to the provost and vice president for academic affairs no later than two weeks after the list of all faculty salaries is submitted by the dean. The decision of the provost and vice president for academic affairs is final.

II. Procedures

A. These procedures are designed to implement the policy on salary increments established by the Board of Visitors. In all matters concerning salary increments, the board policy is governing.

B. Based on the anticipated operating budget of the university, the president allocates a certain percentage increment for returning faculty at the institution to the provost and vice president for academic affairs.

C. The provost and vice president for academic affairs allocates a specific dollar amount to each dean for salary increments within the college or division reporting to that dean. The provost and vice president for academic affairs may designate certain funds for a specific purpose, such as increments for faculty members receiving promotion.

D. The dean, on the basis of the evaluation of the performance of the department chairs, allocates a salary increment to each chair in the college.

E. Of the funds remaining, the dean allocates to the chair of each department a dollar amount for use in increments to the other faculty members in the department.

F. The chair, on the basis of faculty evaluations, allocates specific dollar amounts for each faculty member in the department. In this allocation, the chair should consider not only the percentage increment being granted but also the correction of inequities in cases in which faculty members of equal merit are receiving salaries that are substantially different. The chair notifies each faculty member of his/her proposed increment. The chair then forwards recommendations for salary increments to the dean.

G. The dean reviews the recommendations made by the chair with particular attention to the dean's evaluation of individual faculty members if it differs from the chair's, and to consistency with the merit principle.

H. A dean who wishes to change a salary recommendation of a chair first discusses this change with the chair. After such discussions, if any, the dean determines the salary for all returning faculty members in the college for the coming year.

I. The dean forwards to the provost and vice president for academic affairs a list of all returning faculty members in the college with the salaries for the coming year. The provost and vice president for academic affairs writes contracts for all returning faculty members specifying the salary as determined by the dean.

J. The dean informs each chair of the salaries determined for the members of each department, and the chair informs each faculty member of the salary to be offered to that faculty member in the contract for the coming year.

K. The faculty member may request that the provost and vice president for academic affairs review the salary decision of the dean. Requests for review must be submitted to the provost and vice president for academic affairs no later than two weeks after the list of all faculty salaries is submitted by the dean. The decision of the provost and vice president for academic affairs is final.

- Adopted by the Board of Visitors
  June 12, 1980
  Revised November 19, 1987
  Revised June 20, 1996
Appointment and Evaluation of Academic Deans

The dean of an academic college is the chief administrator for that college who has the major responsibility for the leadership of the college. Duties of each dean are specified in detail in the position description. Deans are expected to have excellent credentials in teaching, scholarship and research, and service when hired.

I. Appointment
   A. The Provost and Vice President for Academic Affairs is responsible for all aspects of the search process and ensures that it is carried out as specified by University policy.
      1. Candidates selected for interviews should have the credentials for tenure and full professor at the initial appointment at Old Dominion University. Appointments with tenure will follow the process described in the policy on Initial Appointment of Teaching and Research Faculty, section II.D.
      2. The curriculum vitae and other relevant documents for each candidate must be made available to the college and University community prior to the interview.
      3. Deans are appointed without any term limit expectation. A regularly scheduled review involving faculty input will be conducted every three years.
      4. Deans serve at the pleasure of the Provost and Vice President for Academic Affairs and do not receive tenure in the administrative position.

II. Evaluation
   A. Deans are evaluated annually during the spring semester for improvement, potential and merit consideration by the Provost and Vice President for Academic Affairs. The evaluation process is as follows:
      1. The dean prepares and submits a report of college achievements and personal professional growth to the Provost and Vice President for Academic Affairs.
      2. College chairs submit performance appraisals of the dean of their college to the Provost and Vice President for Academic Affairs. Confidentiality and anonymity will be maintained.
   B. Criteria for the performance appraisal shall be both generic and specific. Specific criteria refer to the college, and generic criteria are common to all deans.
   C. The Provost and Vice President for Academic Affairs will inform the dean of the results of the appraisals and of the Provost and Vice President for Academic Affairs’ response to the evaluation materials in writing, including constructive criticism.
   D. The evaluation results and the dean’s reply (if any) will be retained in confidence by the Provost and Vice President for Academic Affairs but will be available to the President upon request.

III. Review Procedures
   A. The third year review process is conducted by the Provost and Vice President for Academic Affairs who notifies the faculty that the dean is being considered for review.
   B. Input from all full-time faculty in the relevant college will be solicited by the Provost and Vice President for Academic Affairs through use of a survey form that also provides for written comment. Confidentiality and anonymity will be maintained.
   C. The Provost and Vice President for Academic Affairs will consider results of the dean’s annual evaluations, progress in attaining goals, and faculty input. Faculty in the college will receive a summary report from the Provost and Vice President for Academic Affairs.

IV. Associate and Assistant Academic Deans
   A. These positions are staff appointments by the dean of the college. Associate deans are usually selected from tenured faculty in the college.
   B. Associate and assistant deans do not hold tenure in the administrative position.
   C. The dean shall provide associate and/or assistant deans with a job description that will form the basis for annual evaluations by the dean.
   D. For all appointments, the dean shall be responsible for initiating the search, forming the search committee, providing a written job description, inviting interested internal faculty to apply, and following established University policies and procedures.
   E. All associate and assistant deans are evaluated annually in the spring semester by the dean for continuance and merit. Annual evaluations of teaching, research, and service should include input from the department chair in the department in which the associate/assistant dean holds a faculty appointment unless the associate or assistant
Dean is a full time administrator. Collaborative goals are set for the subsequent year after the evaluation is completed.

1. The criteria for evaluation must be specific to the job description.
2. The associate or assistant dean will submit a report of yearly achievements and progress toward previous year’s goals to the dean.
3. The dean will use the report and other relevant data to provide an evaluation. The evaluation will be provided to the associate or assistant dean through a performance appraisal letter.

F. A reappointment process shall be conducted by the dean every three years and shall include the results of annual evaluations and a survey to provide for faculty input. The associate or assistant dean, the faculty and the Provost and Vice President for Academic Affairs will be notified of the decision to reappoint or to not reappoint.

- Approved by the president
  February 27, 1990
  Revised February 27, 2007
  Revised December 16, 2014
Policy for Department Chair Evaluation

I. Assumptions
   A. Chair responsibilities vary from one department/college to another.
   B. Some chairs are on ten-month appointments, others may be on twelve.
   C. Different structure and operation of colleges may cause different expectations of chair performance.
   D. Principal elements of commonality:
      1. While shorter terms are possible, chairs are normally appointed for three-year terms.
      2. The statement on Department Chairs in this Handbook specifies the process for initial appointment and expectation of faculty participation.

II. Annual evaluations of performance are an administrative responsibility of the dean and are to be conducted.
   A. The evaluation shall be based on annual identification of each chair's goals and objectives, established in collaboration with the dean.
   B. The evaluation shall be conducted and completed each spring prior to the salary adjustment process.
   C. The evaluation shall be based on actual accomplishments in relation to previously established goals and objectives.
   D. Deans will obtain input from all departmental faculty each year using a written survey. The process shall provide for anonymity.
   E. The evaluation shall be discussed with each chair and reported to the provost and vice president for academic affairs.
   F. A summary of the feedback will be shared by the dean with department faculty. No formal report of the annual performance evaluation shall be required for publication to faculty.

III. The three-year reappointment review process shall be conducted by the college dean.
   A. The process shall be conducted no later than spring semester of the third year of the chair's term.
   B. The process shall be designed to fit the customs and circumstances of each college; however, in all cases:
      1. primary criteria for reappointment review shall be discussed with faculty of the department;
      2. all members of the departmental faculty shall be invited and encouraged to provide individual input (anonymously if desired) in the form of written comments on designated criteria;
      3. an appropriate survey instrument shall be developed and used in the evaluation;
      4. all members of the faculty shall be invited to comment on the desirability of reappointment of the chair for an additional three-year term;
      5. the process shall be concluded with a written report from the dean to members of the departmental faculty, summarizing important conclusions of the evaluation and announcing the reappointment decision; and
      6. a copy of this report shall be provided to and discussed with the provost and vice president for academic affairs prior to reappointment.
   C. This process need not be implemented in the case of a chair who does not desire reappointment. In this case, an annual review would serve to determine the salary increment.
   D. In the event that the chair does not desire reappointment, or the dean's decision based on the evaluation is against reappointment, the established procedure within each college for designation of a new chair shall be implemented. (Please see section 3.a. of the Policy on Department Chairs.)

IV. Summary Observations
   A. The principal objectives of these guidelines are to:
      1. assure systematic and fair evaluation of chairs on a regularly established schedule;
      2. ensure opportunity for faculty input to the evaluation process;
      3. preserve maximum flexibility for colleges in establishing details of the procedure in keeping with the rules, customs, and needs particular to each college;
      4. recognize the needs of colleges to establish evaluation criteria suitable to their own operations, which criteria may vary among colleges or even among departments within a college, or from year to year as departmental needs and objectives may require; and
      5. reaffirm that evaluation of chairs is a collegial function that is an administrative responsibility of deans but must involve input from the faculty.

1Refer also to the statement on Department Chairs later in this section.
- Approved by the provost and vice president for academic affairs
  September 5, 2003
- Revised by the president
  February 27, 2007
Faculty Administrator Performance Appraisal

Statement:

1. The appraisal of faculty administrators' performance through a consistent, well defined, and documented process is required.

2. Performance appraisal at Old Dominion University is intended to:
   A. improve understanding of unit or departmental and university goals and objectives
   B. identify and reward competence
   C. identify and correct deficiencies
   D. promote professional development
   E. increase administrative accountability, and
   F. provide information needed for personnel decisions and actions.

3. Because of the diversity of individual faculty administrators' position responsibilities, other appropriate methods of performance appraisal may be used; however, all alternative faculty administrator performance appraisal processes must address the guidelines stated in this document. In addition, all alternative performance appraisal processes must be reviewed by and must be registered with the director of human resources prior to being used. Questions concerning alternative appraisal processes may be addressed to the director of human resources.

4. Performance planning or objective setting should occur at the beginning of the performance review period. For newly hired faculty administrators, objectives should be determined shortly after employment. Objective setting should be a cooperative effort between the supervisor and the administrator and be based on the responsibilities noted on the position description. The supervisor may weigh the objectives based on relative importance.

5. For many of the university's faculty administrators the performance review period will be from May through April in order to align with the salary increment determination process. However, other departments (for reasons such as promotion review) may establish alternative evaluation periods. The performance review period should encompass a twelve-month time period (or as close to that time period as possible). Performance review periods other than May through April should be reported to the director of human resources. Periodic communication regarding accomplishments and deficiencies should be provided during the performance review period as well.

6. The evaluation aspect of the appraisal process should assess an individual's level of performance adequacy. For faculty administrators who have work unit or departmental accountability, the evaluation should also emphasize the overall unit accomplishments. All administrators' performance appraisal processes must include an evaluation of customer/public relations and affirmative action/equal employment opportunity.

7. A self-evaluation component of the evaluation process is highly recommended. Faculty administrators should prepare a self-assessment and present it orally or in writing to the immediate supervisor preceding the annual evaluation conference. The administrator's self-evaluation will assist the supervisor in establishing the performance rating. Additional performance-related information may be obtained from individuals who worked with the faculty administrator or are supervised by the administrator being reviewed.

8. The supervisor will conduct a performance appraisal conference with the faculty administrator. The purpose of this conference is to promote exchanges of ideas, perceptions, and relevant information.

9. The results of the performance evaluation conference will be documented and signed by the supervisor and/or budget unit director as appropriate. The administrator being evaluated will also sign the document. The documentation should be forwarded confidentially to the Department of Human Resources. The written report will identify significant achievements, concerns, directions and issues related to the past performance and future development of the administrator. The faculty administrator being reviewed may attach comments concerning the documented evaluation.

NOTE: A sample faculty administrator performance appraisal process may be obtained from the Department of Human Resources.

- Approved by the president
  December 1, 1988
Compensation and Human Resources Administration Plan for Administrative and Professional Faculty

I. **Objective:**

   Old Dominion University is committed to using effective compensation and human resources administration policies and practices in managing administrative and professional faculty positions. Starting salaries for administrative and professional faculty will be determined by an analysis of market salaries for similar positions and the internal value to the university. Subsequent salary increments will be based primarily on performance contributions of the individual; however, the market and internal worth of the job will continue to be reviewed for possible adjustment.

II. **Procedure:**

   A. **Compensation Management**

      1. Each year, the Department of Human Resources will obtain compensation data from the College and University Personnel Association's (CUPA's) Administrative Salary Survey. The data will reflect median salaries at the university's peer group institutions for all positions surveyed.

      2. Periodically, the Department of Human Resources will prepare an analysis comparing university positions to relevant CUPA-survey positions. Significant deviation from median salary averages which may suggest needed adjustments will be noted.

      3. An internal analysis for all university administrative and professional faculty positions will supplement the CUPA data. University positions not included in the CUPA survey will be compared to similar university positions or supervisory positions for which there are data in order to gauge market value.

   B. **Position Descriptions**

      1. Each administrative and professional faculty position will have a position description which will enable Human Resources staff to confirm the position meets the qualifications for one of the two classifications specified in Board of Visitors Policy #1490, Administrative and Professional Faculty.

      2. Positions not meeting the criteria will not be assigned the administrative or professional faculty designation in accordance with the guidelines established by the Board of Visitors in Policy #1490.

   C. **Performance Appraisal**

      A performance appraisal program will be used to assess each administrative and professional faculty member's performance level on an annual basis. The evaluation will be based on documented position description tasks and mutually agreed-upon performance standards. The evaluation component will be a basis for salary increments for faculty administrators.

III. **Responsibility:**

   The university's director of human resources is responsible for ensuring that administrative and professional faculty positions meet the established criteria and that this plan is administered effectively.

   - Adopted by the Board of Visitors
   December 13, 1988
   Revised September 9, 2005
Declaration of a State of Bona Fide Financial Exigency or Severe Financial Difficulty

A. Purpose
The fiscal integrity of the university is the ultimate responsibility of the Board of Visitors. To that end, the administration, represented by the president, has the obligation to ensure that the scope of the mission of the university is adjusted to fit within its financial ability.

B. Definitions
Bona fide financial exigency means one or more circumstances which, if left unattended, could result in the financial insolvency of the university.

Severe financial difficulty means one or more circumstances which, if left unattended, could result in a budget shortfall of serious proportion, but less than the financial insolvency of the university.

C. Recommendation of Financial Assessment
Upon the recommendation of the president that one or more circumstances exist which if left unattended could threaten the financial integrity of the university, the Board of Visitors shall assess the financial condition of the university.

D. Financial Assessment
The Board of Visitors shall assess the financial condition of the university, by a manner and means of its choice, to determine whether there exists a condition of Bona Fide Financial Exigency, Severe Financial Difficulty, or neither. The Board's findings shall be concluded by an appropriate resolution.

E. Board Direction and Action
In the event the Board determines that neither a Bona Fide Financial Exigency nor a condition of Severe Financial Difficulty exists, it shall refer the matter back to the president for reconsideration and further recommendation.

In the event the Board determines that either a Bona Fide Financial Exigency or a condition of Severe Financial Difficulty exists, it shall direct the president to prepare an institutional plan to rectify the financial condition of the institution. The president shall prepare an institutional plan as expeditiously as circumstances allow, consistent with Board and university policy.

Upon completion of the planning process, the president shall present the plan to the rector, who shall promptly present the plan to the Board of Visitors either at its next regularly scheduled meeting or at a special meeting, as he/she shall deem appropriate under the circumstances.

The Board of Visitors shall either accept, modify, or reject the president's plan as it, in the exercise of its authority, deems to be in the best interests of the university.

- Approved by the Board of Visitors
November 15, 1990
Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or a Department of Instruction

A. General
This policy provides for the dismissal of tenured and non-tenured faculty members from employment due to financial exigency, or the discontinuance of a program of study or department of instruction (hereinafter referred to collectively as "Extraordinary Events").

B. Authority
Only the Board of Visitors has the authority to dismiss faculty from employment due to Extraordinary Events. Dismissal of faculty shall be conducted according to the procedures provided in this policy.

C. Procedures for the Dismissal of Faculty
1. Application
   a. Upon the completion of the approved university procedures for a determination of financial exigency, or discontinuance of a program of study or department of instruction, the provost and vice president for academic affairs shall determine which faculty members, if any, in the affected programs or departments will receive notices of dismissal.
   b. Before deciding to issue notices of dismissal to tenured and nontenured teaching faculty, the provost and vice president for academic affairs shall give due consideration to the reduction of nonfaculty staff and administrators and to faculty reassignment, consistent with the retention of the integrity of the remaining academic programs.
   c. In determining which faculty members will receive notices of dismissal, the provost and vice president for academic affairs shall first dismiss nontenured faculty in the affected program of study. Within the categories of tenured or nontenured, a criterion based on the quality of an individual's teaching, research and service may be applied to select those to be dismissed. This policy shall not be used to discriminate against women or minorities.
   d. In determining which tenured faculty members will receive notices of dismissal, the provost and vice president for academic affairs shall give due consideration to any recommendation made by the tenured faculty members of the department involved.
   e. In the event faculty are dismissed pursuant to this policy, a position may not be offered within a program of study or department of instruction to a new candidate within the specialty of the faculty member dismissed for three years following the effective date of the dismissal without first offering to reinstate the dismissed faculty member. The offer to reinstate shall remain open for a reasonable time.

2. Notice of Dismissal
   a. The notice of dismissal provided to a faculty member shall be in writing and shall advise of (1) the terms and effective date of dismissal, (2) the substantive reason(s) for the decision, (3) the procedures followed in arriving at the decision, and (4) the procedures described herein through which a faculty member may seek review of the decision.
   b. The effective date for dismissal of a nontenured faculty member shall be on the expiration date of his or her academic year contract. Notice of dismissal shall be provided not later than December 15 of the same academic year.
   c. The effective date for the dismissal of a tenured faculty member shall be on the expiration date of his or her academic year contract. Notice of dismissal shall be provided to the faculty member as soon as possible following the decision of the provost and vice president for academic affairs to dismiss. In no case shall the notice be less than a full academic year.
   d. For purposes of this policy, the academic year shall commence on the first day of classes of the fall semester and end on the date of spring commencement at the end of the second semester.

3. Review
   a. A decision to issue a notice of dismissal to a faculty member may be reviewed as described in this section upon the grounds that the decision was arbitrary, capricious, or upon the grounds that, in making the decision, the provost and vice president for academic affairs deviated materially from the policies and procedures of the university. The burden of proof shall be on the faculty member.
b. If a dismissed faculty member requests a review of the decision, the faculty member shall provide a written request to the provost and vice president for academic affairs within fifteen (15) calendar days of the faculty member's receipt of the notice of dismissal. The written request shall describe, with reasonable specificity, the grounds for review.

c. Within seven (7) calendar days after receiving the faculty member's request for review, the provost and vice president for academic affairs shall forward a copy of the request and a copy of the notice of dismissal to the chair of the Faculty Grievance Committee with a request that the chair initiate the applicable procedures of the committee.

d. Upon the conclusion of the procedures of the Faculty Grievance Committee and upon the provost and vice president for academic affairs' receipt of the committee's recommendation and report, the provost and vice president for academic affairs shall submit the materials to the president with a recommendation to accept, reject or modify the committee's decision. The president may decide to accept, reject or modify the recommendation of the provost and vice president for academic affairs as the president sees fit. If the president decides to reject or modify the recommendation of the committee, the president must provide reasons in writing, within fifteen (15) days of receipt of the materials from the provost and vice president for academic affairs, for that decision, both to the faculty member and the Grievance Committee. Failure to do so within the time provided (unless for good cause) shall be deemed as assent to the committee's decision.

e. If, after receiving the committee's recommendation, the provost and vice president for academic affairs decides to withdraw the notice of dismissal issued to the faculty member, the notice shall be rescinded in writing and the proceedings closed.

f. If, after receiving the provost and vice president for academic affairs' recommendation and the materials, the president affirms the notice of dismissal or if the faculty member does not make a timely request for review, the president shall forward to the Board of Visitors a recommendation that the faculty member be dismissed from university employment in accordance with the terms of the notice.

4. **Consideration and Decision by the Board of Visitors**

a. During its consideration of a recommendation to dismiss a faculty member, the Board, or an appropriate committee of the Board designated by the Board (hereinafter "the Board"), shall review the record of the case including the recommendations of the provost and vice president for academic affairs, the president and the report of the Faculty Grievance Committee. The Board shall provide the faculty and the president (or the president's designated representative) with an opportunity to make a written statement and, if either party should so choose, an oral statement. These statements shall be based upon the record of the case. The Board, in its discretion, may request additional evidence from either party, which shall be disclosed to the other party.

b. Faculty members from the same program of study, department of instruction, or college may make a collective statement before the Board if they should so choose and if desired by the Board.

c. After its consideration of a recommendation to dismiss a faculty member, the Board may decide to accept the recommendation to dismiss the faculty member, alter the terms of the recommendation, or decide not to dismiss the faculty member.

d. The Board shall provide written notification of its decision to the faculty member and to the president within sixty (60) calendar days of its receipt of the president's recommendation.

e. If the Board's decision is not rendered within sixty (60) days as provided in paragraph C.4.d., such failure to act shall be deemed a decision not to dismiss the faculty member.

- Approved by the Board of Visitors
March 11, 1991
Fitness for Duty
University Policies and Procedures, #6028

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6028.pdf
Faculty Sanctions

I. General
A sanction may not be imposed upon a faculty member unless the faculty member has been notified in writing of the charges upon which the sanction is based and has been provided with an opportunity to respond to those charges.

Under no circumstances shall the imposition of sanctions or the threat of the imposition of sanctions be used to restrain a faculty member's exercise of academic freedom or exercise of any of the rights guaranteed by the Constitution of Virginia or by the Constitution of the United States.

II. Minor Sanctions
A. Authority
A minor sanction, i.e. a written reprimand, may be imposed upon a faculty member by a department chair, a dean, the provost and vice president for academic affairs, or the president.

B. Procedure
1. Before a minor sanction may be imposed upon a faculty member, the faculty member must be notified in writing of the charges for which a sanction might be imposed. The faculty member then must be provided with an opportunity to meet with and to present a statement in defense or in mitigation of the charges to the individual with the authority to impose the sanction. That opportunity shall be provided no less than ten (10) and no more than thirty (30) days following the faculty member's receipt of notification of charges.

2. Before a department chair or a dean exercises the authority to impose a minor sanction upon a faculty member, the decision to impose the sanction and the reasons therefore must be reviewed and approved by the immediate administrative supervisor of the individual imposing the sanction.

3. Within sixty (60) days from the date of the faculty member's receipt of notice of charges, the faculty member shall be notified as to whether a minor sanction has been imposed. If a minor sanction has been imposed, the notice shall include a statement of the reasons for the sanction. Any sanction imposed and the reasons therefore shall be noted in the faculty member's permanent personnel file but if no sanction is imposed, there shall be no notation or reference to the charges in the file.

4. The faculty member may respond in writing to the imposition of a minor sanction but must do so within thirty (30) days following the faculty member's receipt of notice of the sanction. The faculty member's written response to the charges will be included in the faculty member's permanent personnel file unless the faculty member requests otherwise.

C. A faculty member who desires a review of the minor sanction imposed upon him or her may file a grievance against the administrative official imposing the sanction in accordance with the Faculty Grievance Policy.

III. Dismissal and Other Severe Sanctions
A. Authority
Only the Board of Visitors has the authority to dismiss a faculty member and only the Board of Visitors or the president has the authority to impose upon a faculty member a severe sanction short of dismissal, i.e., reduction in current salary level or suspension from service for a stated period with or without pay. "Dismissal” as used in this policy means the termination of a tenured faculty member or the termination of a nontenured faculty member prior to the end of a term appointment to which that faculty member would otherwise be entitled upon the policies of the university, but does not include the termination of faculty due to financial exigency, severe financial difficulties, or extensive curtailment in or discontinuance of a program of study or department of instruction.

B. Grounds for Dismissal or for the Imposition of Other Severe Sanctions
The dismissal of a faculty member or the imposition upon a faculty member of another severe sanction shall be only for adequate cause. Such adequate cause must be related, directly and substantially, to the faculty member's performance of professional duties or responsibilities or to the fitness of the faculty member in his or her professional capacity.

C. Proceedings to Dismiss or to Impose Other Severe Sanctions Upon a Faculty Member
1. The dismissal of a faculty member or the imposition upon a faculty member of other severe sanction(s) shall be only in accordance with the procedures described herein.

2. It is solely within the discretion of the president to determine those cases in which the institution of proceedings to dismiss or to sanction severely a faculty member might be appropriate. In deciding whether to initiate such proceedings, the president may act upon the recommendation of a department chair, a dean, the provost and vice president for academic affairs or upon his or her own initiative.
3. Except in extraordinary circumstances, if the president decides to initiate proceedings to dismiss or to sanction severely a faculty member, either the president or an administrative official designated by the president shall discuss the matter in private conference with the faculty member. At that time the matter may be resolved by agreement. If the agreement includes the faculty member's acceptance of dismissal or another severe sanction, that agreement shall be in writing and shall be placed in the faculty member's permanent personnel file.

4. The president shall commence a proceeding to dismiss or to sanction severely a faculty member by designating an administrative official to present charges against the faculty member and by requesting that the chair of the Faculty Grievance Committee initiate the applicable procedures of the committee.

5. Upon the conclusion of the committee's procedures and upon the president's receipt of the recommendation and report of the committee issued as described therein, the president may decide to accept, alter, or reject the recommendation of the committee as the president sees fit. If the president decides to alter or reject the committee's recommendation, the president must state in writing the reasons for that decision.

6. The president must notify the faculty member and the 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 report. If the president fails to forward notice to the faculty member and to the committee within thirty (30) days, the president shall be deemed to have accepted the committee's recommendation.

7. If the president decides to dismiss the charges or to impose a minor sanction upon the faculty member, the president's decision shall be final.

8. If the president decides to impose a severe sanction other than dismissal upon the faculty member, the president's decision shall be final unless appealed to the Board of Visitors by the faculty member. In order to so appeal, the faculty member must notify the president of the appeal within thirty (30) days after the faculty member's receipt of the president's decision.

9. If the president decides to recommend dismissal of the faculty member, the president shall forward that decision to the Board of Visitors at the time of notification of the faculty member and the committee as provided in paragraph 6.

10. During its consideration of a presidential recommendation to dismiss a faculty member or during its consideration of a faculty member's appeal of a presidential decision to impose another severe sanction, the board shall review the record of the case, including the report of the Faculty Grievance Committee, and shall provide the faculty member (or his or her designated representative) and the president (or the president's designated representative) with an opportunity to make a written statement and, if either party should so choose, an oral statement. Generally, these statements will be based upon the record of the case. The board, in its discretion, may request additional evidence from either party or may permit either party, upon that party's request, to present additional evidence so long as the other party has the opportunity to examine and to respond to the additional evidence. Any additional evidence presented to the board by either party shall be fully disclosed to the other party prior to presentation of the evidence to the board.

11. After its consideration of a presidential recommendation to dismiss a faculty member, the board may decide to dismiss the faculty member. If it should decide to dismiss the faculty member, the board shall provide written notification of this decision to the faculty member and to the president. Written notice shall include the effective date of the dismissal which may be any time following the date of notice.

12. After such consideration, the board may decide instead to impose a severe sanction other than dismissal, to impose a minor sanction, to dismiss the charges, or to withhold final decision and to remand the matter to the Faculty Grievance Committee for further proceedings in accordance with the board's directions. The board shall provide written notice of its decision to the president and to the faculty member.

13. After its consideration of a presidential decision to impose a severe sanction other than dismissal upon a faculty member, the board may decide to sustain the president's decision, to reduce the sanction, to dismiss the charges, or to withhold final decision and to remand the matter to the Faculty Grievance Committee for further proceedings in accordance with the board's directions. The board shall provide written notice of its decision to the faculty member and to the president.

14. If the matter is remanded to the Faculty Grievance Committee, the committee shall conduct additional proceedings in accordance with the board's directions. Following the conclusion of such proceedings, the committee shall transmit its report to the board and shall furnish copies of its report to the president and to the faculty member. After receipt of the committee's report, the board shall make its final decision and shall provide written notice of its decision to the president and to the faculty member.

15. In every case, the decision of the board is final.
D. Limitation Upon the Imposition of More than One Sanction
The imposition upon a faculty member of a minor or severe sanction shall preclude the imposition upon that faculty member of another sanction based upon the same incident. This limitation shall not preclude the consideration of a sanction previously imposed upon a faculty member during the determination of the sanction to be imposed or sought to be imposed as a result of another incident involving the same faculty member.

E. Suspension Prior to the Completion of Proceedings
Prior to the completion of proceedings under this policy, a faculty member may be suspended by the president or assigned other duties in lieu of suspension if serious harm to the faculty member or to others is threatened by the faculty member's continued performance of regular duties. Salary shall continue during suspension. Suspension pursuant to this section does not release the university from its obligation to complete proceedings as described in this policy within a reasonable time after suspension.

- Adopted by the Board of Visitors
February 13, 1982
Faculty Grievance Policy

NUMBER: 1470
APPROVED: June 15, 1978; Revised May 15, 1982; Revised June 15, 1989; Revised November 14, 1990; Revised June 22, 1995; Revised December 4, 2014 (eff. 1/1/15)

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 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 by an administrative officer of the university which was arbitrary, capricious, unreasonable, or contrary to the facts.
      "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 LE.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 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 first discuss the matter with the administrative officer whose action or failure to act 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 that 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 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 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 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

January 2016
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 recommendation 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 recommendation 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. 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.
Faculty Grievance Committee and Hearing Panels: Composition and Procedures

NUMBER: 1471
APPROVED: May 15, 1982; Revised June 15, 1989; Revised December 3, 1992; Revised June 22, 1995; Revised April 23, 2015 (eff. 6/1/15)

I. Composition and Term of Service
   A. Composition and Selection of the Committee
      1. The Faculty Grievance Committee shall consist of three full-time faculty members and two administrative faculty according to the following guidelines.
         a. Three tenured full-time teaching and research faculty members appointed by the Faculty Senate.
         b. Two administrative faculty members appointed by the president as described in paragraph I(A)(2) below.
         c. The chair shall be a tenured faculty member elected by the Faculty Grievance Committee.
      2. Presidential appointment(s) to the Grievance Committee shall be made as follows. After consultation with the president, the Executive Committee of the Faculty Senate shall recommend to the president five administrative faculty members for service on the Grievance Committee. From the recommendations of the Executive Committee, the president shall choose two appointee(s) to the committee.
   B. Term of Service
      1. Except as otherwise provided herein, a Faculty Grievance Committee member shall serve a term of two calendar years, commencing August 1 in a year and ending July 31 of the second year thereafter.
      2. All members of the committee, including those initially appointed to one-year terms, may be reappointed to consecutive terms.
      3. The chair shall serve a two-year term and may be appointed to serve consecutive terms.
      4. If a position is vacated during midterm, it shall be filled as the position was filled according to the rule in I(A), and the individual designated to fill the position shall serve until the expiration of the original term, unless reappointed.
      5. Members of the committee shall make diligent efforts to attend all meetings of the committee. The committee may declare vacant the position of a member who is absent from three committee meetings during the course of a year.

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

5. Generally, the committee will not be active during the months between the end of one academic year and the beginning of the next academic year. However, the committee may continue its activity after the end of an academic year when necessary to complete review of a matter pending before the committee, particularly if, in the committee's judgment, a delay until the beginning of the next academic year would have a substantial adverse effect upon a party's interests. Under such circumstances, the time periods described in these procedures shall be calculated by excluding only designated university vacation days.

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

B. Procedures for Review of a Faculty Grievance

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

2. Within 14 days of receipt of the committee's decision that it will review a grievance, the administrative officer against whom the grievance was filed shall provide to the chair and to the grievant a written response to the written statement of grievance. The response should be filed electronically, be no more than 1,000 words in length and should include, as attachments, copies of relevant documentation.

3. Within 14 days of the chair's receipt of the administrator's response, the chair shall impanel a Hearing Panel as described in section III(A). The Faculty Grievance Committee chair shall provide the written statement of grievance, the administrator's response, and attached documentation to the chair of the Hearing Panel.

4. The proceedings on the grievance before the Hearing Panel shall be in accordance with the procedures of the Hearing Panel as described in section IV.
5. Upon concluding its hearing procedures and upon making its findings on the merits of the grievance, as described in section IV, the panel shall determine its recommendation for dismissal or remedy of the grievance and shall report to the chair of the Grievance Committee as described in section IV.

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

1. Prior to the president's request that the chair of the Grievance Committee initiate the applicable procedures to dismiss or to sanction severely a faculty member, the administrative official designated by the president shall notify the faculty member of the president's intent to make such a request. This notice to the faculty member shall include a statement of charges.

2. The president's request to the chair of the Grievance Committee shall include a copy of the statement of charges provided to the faculty member.

3. The statement of charges shall include a specific description of the charges, a summary of the evidence upon which the charges are based, a list of witnesses whose identities are known, a summary of the expected testimony of those witnesses, and a recommendation of sanctions.

4. The Grievance Committee shall determine whether the statement of charges is procedurally adequate in that it meets the requirements of paragraph 3 above. If the committee should decide that the statement of charges is procedurally inadequate in that it does not meet the requirements of paragraph 3 above, the administrative official shall be advised of the deficiencies in the statement and within a reasonable time, as determined by the committee, shall forward an adequate statement to the faculty member and to the chair. The chair shall not initiate the following procedures until the administrative official has presented an adequate statement of charges.

5. Within 14 days of the chair's receipt of an adequate statement of charges, the chair of the Grievance Committee will impanel a Hearing Panel as described in section III(A). The chair shall provide the written statement of charges and the response of the faculty member, if any, to the chair of the Hearing Panel.

6. The faculty member may respond in writing to the statement of charges at any time prior to the hearing. The faculty member's failure to respond to the charges shall not constitute an admission of the charges. The faculty member's response, if any, shall be made to the chair of the Grievance Committee. Upon receipt of a faculty member's response, the chair of the Grievance Committee shall forward a copy to the administrative official who presented the charges and a copy to the chair of the Hearing Panel, if the panel has been constituted.

7. During each and every stage of the proceedings on the statement of charges, the faculty member may choose to appear, to be heard or not.

8. Each party may be represented by legal counsel or by an adviser during each and every stage of the proceedings.

9. The burden of proving the charges shall be on the administrative official.

10. The proceedings before the Hearing Panel on the statement of charges shall be in accordance with the procedures of the Hearing Panel as described in sections IV(A) and IV(B).

11. If the panel should conclude that none of the charges against the faculty member were proven, the proceedings before the panel will terminate and the panel will report to the chair of the Grievance Committee as described in section IV(C) with a recommendation that the charges be dismissed.

12. If the panel should find the charges proven in whole or in part, it shall convene a hearing on the sanction.

13. At the sanction hearing:
   a. The administrative official and the faculty member shall have the right to present evidence, including witnesses and documentary evidence, and to present arguments on the question of the appropriate sanction, including evidence in mitigation or aggravation of the seriousness of the charges and evidence as to the implications of the charges for the welfare of the university.
   b. The previous disciplinary record of the faculty member may be considered by the panel but becomes relevant only at this stage of the proceedings.
   c. Except as otherwise provided in this paragraph, the sanction hearing shall be conducted in accordance with the procedures described in sections IV(A) and IV(B).

14. At the close of the presentation of evidence on the sanction, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present and shall determine its recommendations as to the sanction(s) to be imposed upon the faculty member. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
15. The panel may recommend dismissal of the faculty member or the imposition of another severe sanction, or if it finds that the proven charge does not warrant imposition of a severe sanction, it may recommend that a minor sanction be imposed.

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

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

1. Within 14 days of the chair's receipt of a request from the president that the Grievance Committee review a faculty member's appeal of a notice of termination issued to that faculty member under the policy for Dismissal of Faculty from Employment Due to Financial Exigency, etc., the chair of the committee shall impanel a Hearing Panel.

2. The chair of the Grievance Committee shall provide a copy of the faculty member's appeal and notice of termination to the chair of the Hearing Panel.

3. The Hearing Panel shall review the notice of termination in accordance with the procedures described in section IV.

4. The president or an administrative official designated by the president shall appear in proceedings before the Hearing Panel in support of the notice of termination issued to the faculty member.

5. The faculty member shall bear the burden of proving that the president's decision to issue notice was arbitrary, capricious, unreasonable, or contrary to the facts or that there was a material deviation from the university's policies or procedures in the issuance of the notice.

6. Each party may be represented by an advisor who may be legal counsel.

7. Faculty members from the same department of instruction or program of study may appear before the Hearing Panel collectively if they should so choose.

III. Hearing Panels

A. Composition of the Panels

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

2. Each member of the Faculty Grievance Committee, including the chair, shall designate one member of a Hearing Panel.

3. After committee members have designated the Hearing Panel members, the chair of the Grievance Committee shall appoint one of the Hearing Panel members as chair.

4. A Grievance Committee member who has taken a prejudicial public position on a matter before the committee, who has a personal interest in a matter before the committee, or who has a close personal or direct professional relationship with either of the parties in a matter before the committee shall not designate a member of the Hearing Panel for that matter. Such Grievance Committee member shall disclose the relevant conflict of interest and recuse him/herself. No person may serve on the Grievance Committee or a Hearing Panel if he/she is the person against whom the grievance is brought.

5. In the event that a member of the Grievance Committee appointed by the president is disqualified or is otherwise unable to designate a Hearing Panel member, the other presidential appointee on the committee shall designate one additional Hearing Panel member. In the event that a member of the Grievance Committee appointed by the Faculty Senate is disqualified or is otherwise unable to designate a Hearing Panel member, the other Faculty Senate appointee on the committee shall designate one additional Hearing Panel member. In the event that the disqualified or otherwise unavailable member of the Grievance Committee is the chair, the remaining four members of the Grievance Committee shall designate the fifth member of the Hearing Panel and appoint its chair.

6. Only full-time faculty members whose duties are primarily nonadministrative in nature are eligible to serve on Hearing Panels. A Hearing Panel constituted to hear the case of a tenured faculty member shall consist of tenured faculty members. A Hearing Panel constituted to hear the case of a nontenured faculty member shall consist of at least one but not more than two nontenured faculty members. No members of the panel may be from the college of the faculty member whose case will be heard by the panel. No member of the panel may be from the library if the faculty member whose case will be heard is from the library. There shall be no restriction as to the colleges of panel members selected to hear the case of an administrative faculty member who has no departmental designation.
7. Department chairs are ineligible to serve on a Hearing Panel constituted to hear a grievance in which the action of a department chair is the action being grieved.

8. It shall be the responsibility of the chair of the Faculty Grievance Committee to assure that members of the Hearing Panel meet the requirements described herein. In order to assure that such requirements are met, the chair may limit, as to college and as to tenure status, the designations made by Grievance Committee members. Limitations upon such designations should be evenly applied to designations made by Faculty Senate appointees on the committee and to designations made by presidential appointees on the committee.

9. Either party in a case may challenge individual members of the Hearing Panel for cause. “Cause” may include the taking of a prejudicial public position on the matter to be heard, a personal interest in the matter to be heard, or a close, personal or direct professional relationship with either of the parties. The Grievance Committee shall determine over the legitimacy of a challenge.

10. Members of a Hearing Panel should voluntarily recuse themselves from hearing matters if their participation on the Hearing Panel could result in legitimate challenges for cause, whether or not such challenges have been made.

11. Any Hearing Panel member who has a close personal or direct professional relationship with the person filing a grievance or the administrator against whom the grievance is filed must disqualify himself/herself from serving on that case.

IV. Hearing Panel Procedures

A. Prior to the Hearing

1. The Faculty Grievance Committee chair will provide contact information for the Hearing Panel chair to the grievant and respondent.

2. At least five working days prior to a hearing all parties must submit all written documents and exhibits to be considered at the hearing to the chair of the Hearing Panel who will distribute, or otherwise make available, all materials to both parties at least two working days before the hearing.

3. The Hearing Panel shall be provided and shall review all statements and attached documentation filed by the parties in the cases before the panel.

4. The Hearing Panel may hold a pre-hearing conference with or without the parties prior to the hearing to discuss procedures, to clarify the issues, to exchange documentary evidence, to make stipulations of fact, and to take any other actions necessary to expedite the proceedings.

5. At any stage of the proceedings, the Hearing Panel may call upon the University Counsel, the chair of the Grievance Committee, or the Grievance Committee as a whole for procedural advice concerning the matter before the panel.

6. The Hearing Panel chair shall set the date, time, and place of the hearing. Insofar as is possible within the guidelines described in paragraphs 5 and 6, the hearing shall be set at a date and time which is convenient to all parties and continuance of the hearing date may be granted by the chair of the Hearing Panel upon the request of either party or upon the panel's own motion.

7. A hearing on a matter arising under the Faculty Grievance Policy and under the policy on Dismissal of Faculty from Employment Due to Financial Exigency, etc. should be held no less than 14 days and no more than 45 days after impaneling of the Hearing Panel. Upon agreement of all parties, a hearing may be held earlier than 14 days and, in extraordinary cases as determined by the chair of the Grievance Committee in consultation with the University Counsel, a hearing may be held later than 45 days.

8. A hearing on a matter arising under the Faculty Sanctions Policy shall be held no less than 30 days and no more than 60 days after notice of the statement of charges is given to the faculty member. Upon agreement of all parties, a hearing may be held earlier than 30 days and, in extraordinary cases as determined by the chair of the Grievance Committee, a hearing may be held later than 60 days.

9. Fourteen days prior to the hearing, the chair of the Hearing Panel shall notify each party of the date, time, and place of the hearing. A party may agree to waive this notice. All parties not given timely notice must agree to waive notice before the hearing may be held as scheduled.

10. Except as provided in Paragraph II C(7), each party who has been given timely notice or who has waived timely notice is expected to appear in person at the hearing. If any such party should fail to appear, the chair of the Hearing Panel may decide, in the chair's sole discretion, to proceed with the hearing in that party's absence. If the chair of the Hearing Panel should decide to proceed, the party's absence shall not invalidate the hearing.

B. At the Hearing
1. The administrative official and the faculty member in the case before the panel shall present evidence by calling and questioning witnesses, by introducing the documentary evidence, or otherwise. Each party shall have the right to ask questions of witnesses called by the other party or by the Hearing Panel.

2. During the hearing, each party to the grievance and the Hearing Panel may have one advisor. The advisor may serve as a consultant to the party/panel during the presentation of the matter before the Hearing Panel. The advisor is not permitted to address the Hearing Panel, the other party, witnesses, or other individuals present at the hearing. The advisor may confer only with the individual or the panel for whom he or she is the designated advisor. Failure to comply with this rule will result in removal of the advisor for the duration of the hearing.

3. The burden of proving the allegations of the grievance shall be upon the faculty member.

4. Access to the hearing shall be limited to the panel, parties, advisors, and witnesses.

5. In conducting the hearing, the Hearing Panel shall admit all evidence determined by it to be relevant and not cumulative and shall accord such evidence the merit it deserves. The panel may limit the number of witnesses to prevent repetitive or cumulative testimony and may grant adjournments as it deems necessary.

6. The Hearing Panel may determine, on its own motion, the necessity of calling witnesses additional to those called by the parties and of examining documentary evidence additional to that presented by the parties.

7. The university will make its best efforts to assist the parties and the Hearing Panel in obtaining witnesses and documentary evidence. Each party in a case before the panel shall have access to all records needed to present that party's case except as follows:
   a. Access to records covered by the Family Education Rights and Privacy Act of 1974, as amended (section 438 of the General Education Provisions Act, Title IV of Public Law 90-247, as amended) shall be in accordance with the provisions of that act;
   b. Access to records covered by the Virginia Privacy Protection Act of 1976 (2.1-377 et seq. of the 1950 Code of Virginia, as amended) shall be in accordance with the provisions of that act; and
   c. There shall be no right of access to records excluded absolutely by the provisions of the Virginia Freedom of Information Act (2.1-340 et seq. of the 1950 Code of Virginia, as amended).

8. The Hearing Panel chair will preside at the hearing and will rule, on the panel's behalf, on all procedural questions which arise during the hearing. A panel member who disagrees with the chair's ruling on a procedural question may ask that the question be decided by the panel and the question shall be so decided. All questions on the merits will be decided by the panel.

9. A digital audio recording shall be made of the hearing and shall be kept securely in the University Counsel's office.

C. After the Hearing

1. At the close of the presentation of evidence, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present to make its findings and to arrive at its conclusions and recommendations for dismissal or remedy of the grievance.

2. The Hearing Panel shall create a report which shall include the following:
   a. Copies of statements and attached documentation filed by the parties in the matter before the panel;
   b. The names of the parties and their advisers;
   c. The names of witnesses appearing before the panel;
   d. The findings and conclusions of the panel which must include addressing the charges brought by the faculty member; and
   e. The recommendations and rationale of the panel. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.

3. The report shall be certified as correct by each Hearing Panel member who participated in the decision.

4. The Hearing Panel chair shall provide copies of the report to the chair of the Grievance Committee and to each party.

5. A digital audio or recording of the hearing shall accompany the report provided to the chair of the Grievance Committee and shall be made available to the parties.

D. Decisions by a Hearing Panel and Its Chair

1. All questions to be decided by a Hearing Panel shall be decided by a majority vote of panel members present and voting.

2. A quorum of the panel shall be four members.

3. Generally, a panel member who has not attended a substantial portion of each hearing session held in a case should not vote in the panel's decision on the merits of the case or on the panel's recommendation in the
case. In the event that a question is raised by either party or by other panel members as to the propriety of a panel member's vote because of that panel member's absences, the question shall be referred to the Grievance Committee for determination.

4. All questions to be decided by the Hearing Panel chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the panel if the chair is unavailable to make such decisions or take such actions.

V. Faculty Grievance Committee's Review and Report

A. Review of the Report of the Hearing Panel

1. Within 30 days of the chair's receipt of the Hearing Panel's report, the Grievance Committee shall review the report and shall determine whether the procedural requirements of the committee and of the Hearing Panel were met and whether the recommendations made by the panel were within the authority of the Grievance Committee and the panel to make.

2. Before making such a determination, the committee may request and consider written or oral statements from the parties or their designated representatives on questions of procedure or on questions regarding the committee's authority to make the recommendations proposed by the panel. Each party must be provided a copy of any written statement filed by the other party and each party must be provided the opportunity to be present when an oral statement is made by the other party.

B. Action and Report of the Grievance Committee

1. If the Grievance Committee should decide that procedural errors were committed which were substantially prejudicial to either party, the committee may refer the matter to the original Hearing Panel for a rehearing of the matter or may impanel another Hearing Panel for a rehearing of the matter. The committee shall provide a reasonable time within which the rehearing must be completed and a report provided to the chair of the committee.

2. If the Grievance Committee should decide that the recommendations made by the panel are not within the authority of the committee or of the panel to recommend, the committee shall refer the matter to the Hearing Panel for a redetermination of its recommendations. The Hearing Panel shall report its revised recommendations to the committee within a reasonable time, as determined by the committee.

3. Upon the Grievance Committee's determination that procedural requirements were met and that the recommendations of the Hearing Panel were within the authority of the committee or of the panel to make, the Grievance Committee shall so certify and shall adopt the report and recommendations of the Hearing Panel as the report and recommendations of the Grievance Committee.

4. The chair of the Grievance Committee shall advise the chair of the Hearing Panel and both parties of any action taken by the Grievance Committee upon its review of the report of the Hearing Panel. Both parties shall be provided copies of any new or revised reports issued by the Hearing Panel.

5. The chair of the Grievance Committee shall transmit the report and recommendations of the Grievance Committee to the president (see section IV of the Faculty Grievance Policy).

VI. Retaliation Prohibited

Retaliation against witnesses for any party is prohibited, and University Policy 3020 applies to all alleged retaliation that arises from or as a result of a grievance matter. Witnesses are defined as persons that provide actual testimony or provide documentary evidence.
Disciplinary Action(s) for AP Faculty in Lieu of Termination for Cause

The policy can be found at the following link:
http://www.odu.edu/facultystaff/employee-services/human-resources-policies/disciplinary-ap
Grievance Policy for Faculty Administrators

Statement:

1. **Applicability**
   This policy shall be applicable only to full-time salaried teaching and research administrators ("faculty administrators") employed by Old Dominion University.

2. **Purpose**
   The purpose of this policy is to provide a formal procedure for the consideration and resolution of grievances for faculty administrators, to whom the university’s Faculty Grievance Policy is not applicable.

3. **Statements of Policy**
   a. The university recognizes and encourages the use of informal discussions between employees and their supervisors as a means to resolve grievances. This policy is not intended to be used until it is apparent that such informal discussions will not resolve a grievance.
   b. This policy shall not supersede, modify, or duplicate other university policies or procedures unless expressly so stated. This policy is not to be used in addition to other internal complaint procedures which may be available to the faculty administrator.
   c. Remedies available to the grievant under this policy are limited to those remedies which the university has the authority to provide. No supervisor, senior administrator, or Grievance Committee, acting under this policy and its procedures, may recommend or provide a remedy which amends, modifies, or changes a university policy or procedure or which is not in accordance with either university policy, or state and federal laws or regulations or federal laws or regulations.
   d. It is the responsibility of the decision maker at each step of this procedure to assure that a grievance is grievable under these procedures before considering the merits of the grievance. If a grievance is found to be nongrievable at any step, the grievant may appeal that finding as described in Section 7 below. If the grievance is then found to be grievable on appeal, the decision maker at that level of appeal shall proceed to consider the merits of the grievance.
   e. This policy is designed to resolve work-related complaints expeditiously in a nonadversarial climate. In order to meet this objective, neither the grieving faculty administrator nor the management respondent will be represented by legal counsel during the panel hearing. The panel will attempt to resolve questions by allowing freedom of expression for both parties, without the intimidation often encountered by legal counsel’s presence.
   f. There shall be no retaliation against faculty administrators for the use of this policy.

4. **Definition of a Grievance**
   a. A grievance shall be a complaint or dispute by a faculty administrator in which he or she has suffered a direct injury as a result of a violation or an improper application of any laws, rules, policies, procedures, or regulations affecting his or her terms and conditions of employment or as a result of an arbitrary and capricious management action concerning his or her employment.
   b. According to the Board of Visitors Policy on Administrative Faculty no person has right of continuance in a specific administrative assignment, and any faculty administrator may be reassigned to different responsibilities at any time. Therefore, nonreappointment and work reassignments are not grievable under this policy.

5. **Other Definitions**
   a. "Administrative Unit" means all those departments, divisions and offices which report to the same vice president or other administrative officer who reports directly to the president.
   b. "Chair" means the individual appointed by the president to serve as chair of the Faculty Administrator Grievance Committee. The chair shall be primarily responsible for the implementation of this policy and shall have the specific responsibilities described herein. The chair shall ensure accurate recordkeeping as outlined in section 6 of this policy. The chair shall not participate in the review of the merits of a grievance. In the event that the chair is in the administrative unit in which a grievance arises or has otherwise had direct involvement in a matter which is the basis of a grievance, the chair shall be disqualified from participating as chair with regard to that grievance, and the president shall appoint another member of the committee to serve as chair for that grievance.
   c. "Grievance Panel" means a group of three individuals selected from a committee of ten members appointed annually by the president. The three members on the panel shall be selected as follows:
      • one member shall be chosen by the grievant.
      • one member shall be chosen by the senior administrator.
• one member shall be chosen by the first two members.
No member of a Grievance Panel may be in the administrative unit in which the grievance arises.
d. "Senior Administrator" means a vice president or other administrative officer who reports directly to the president.
e. "Supervisor" shall mean the immediate supervisor who customarily assigns, supervises and evaluates an employee's work.
f. "Days" shall mean working days and shall exclude Saturdays, Sundays, and university holidays.
6. **Maintenance of Records**
a. 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.
b. The complaint and all records developed during the investigation of the complaint shall be retained in the Department of Human Resources 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 administrator's official personnel file. Thereafter the records shall be destroyed unless state or federal action is pending.
7. **Procedure**
a. **Filing of Grievances**
   Any faculty administrator having a grievance who desires to avail himself or herself of this procedure shall do so by notifying his or her supervisor, in writing, of the grievance within thirty days of the occurrence on which the grievance is based. Such notice shall state the name and position of the employee and shall describe, in detail, the nature of the grievance, the facts on which the grievance is based, the time when the action complained of occurred, the names and positions of any person or persons alleged to be involved in such grievance and the remedy desired. The employee may also submit any additional material in support of the grievance which he or she deems advisable. The notice shall be dated and signed by the employee.
b. **Review of Grievances**
   1. **Step 1**
      a. After receiving a written notification of a grievance, the grievant's supervisor shall confer with the grievant to discuss the grievance. In addition, the supervisor may make such independent inquiry regarding the grievance as he or she deems appropriate.
      b. The supervisor shall render a written decision on the grievance and shall furnish the grievant with a copy. This written decision should be issued within ten days, and must be issued within thirty days of the supervisor's receipt of the notice of grievance. If the supervisor is the university president or if the grievant is satisfied with the supervisor's decision, the grievance proceeding shall be terminated upon the issuance of the decision.
   2. **Step 2**
      a. If the grievance proceeding is not terminated at Step 1, or if the issue is determined nongrievable, the grievant may appeal the supervisor's decision to the senior administrator for the area within which the grievant works. Such appeal shall be made in writing to the senior administrator and shall be made within ten days of the grievant's receipt of the supervisor's decision. The notice of appeal shall include a statement explaining why the grievant believes that the supervisor's decision should be overruled or modified. Upon receiving a notice of appeal, the senior administrator shall obtain from the supervisor the grievance and all material submitted by the grievant in support of the grievance.
      b. The senior administrator shall review the grievance and the supervisor's decision. During such review, the senior administrator may make such additional inquiry regarding the grievance as he or she deems appropriate. This may include a personal conference or conferences with the grievant, the supervisor, and others.
      c. The senior administrator shall render a written decision on the appeal and furnish copies thereof to the grievant and the supervisor. The senior administrator's decision should be issued within ten days, and must be issued within thirty days of the senior administrator's receipt of the notice of appeal. If the grievant is satisfied with the senior administrator's decision, the grievance proceeding shall be terminated. If the grievant is not satisfied, he or she may proceed to Step 3.
      d. An employee whose supervisor is a senior administrator shall proceed from Step 1 to Step 3 of these procedures if the grievance proceeding is not terminated at Step 1.
   3. **Step 3**
      a. If the grievance is not terminated at Step 1 or 2, or if the issue is determined nongrievable, the grievant may appeal the senior administrator's decision to the Administrative Faculty Grievance Committee. Such appeal shall be made in writing to the chair of the committee within ten days of the grievant's
receipt of the senior administrator's decision. The notice of appeal to the committee shall include a statement explaining why the grievant believes that the senior administrator's decision should be modified or overruled.

b. Upon receiving such a notice of appeal, the chair shall obtain a copy of the written grievance and all supporting material and copies of the decisions of the supervisor and the senior administrator. The chair shall have the members of the Grievance Panel selected as described in section 5.c. under "Definitions."

c. The initial meeting of the Grievance Panel should occur within ten days, and must occur within thirty days of the panel's selection. The panel's initial meeting shall include discussions with the grievant and the supervisor. The panel may discuss the grievance with others, acquire additional documentation, and make additional inquiries as it deems appropriate. The panel may meet from time to time as it deems necessary to review the grievance and should render a written decision on the appeal within ten days; the written decision must be issued within thirty days of its initial meeting.

d. The panel's decision shall be in the form of a recommendation to the president and transmitted to the committee chair.

e. If the committee chair determines that the decision is not in compliance with this policy, the chair shall return the decision to the panel for such modification as may be necessary to comply with this policy.

f. If the panel's decision is determined by the chair to be in compliance with this policy, the chair shall forward the decision, along with the notice of grievance, all supporting materials, and prior decisions, to the president. The chair shall provide a copy of the panel's decision to the grievant and to the senior administrator.

4. Step 4

a. Upon receiving the panel's decision, the president shall review the decision and all other materials provided by the chair. During such review, the president may make such additional inquiry as he or she deems appropriate, including personal conferences with the grievant, the supervisor, and others.

b. The president shall render a decision in writing on the grievance and shall forward copies of the decision to the grievant and the senior administrator. The president's decision should be issued within ten days of the president's receipt of the panel's decision. The president's decision is final.

- Approved by the president
  December 1, 1988
  Revised April 2, 2014
Voluntary Phased Separation Program for Tenured Faculty

I. Policy Statement
An optional voluntary phased separation program is offered to eligible tenured faculty members at Old Dominion University (“University”). It permits them to phase down their work expectations in the final years of their career and will provide opportunities for a phased approach to separation for those who prefer a gradual transition to full retirement. It responds to the expressed desires of many faculty members to move into retirement gradually, and it enables departments and schools to plan for the replacement of faculty members in advance of their actual retirement.

II. Eligibility
A full-time tenured faculty member is eligible to participate in the Voluntary Phased Separation Program if, as of the date his or her phased separation would commence under the Voluntary Phased Separation Program, he or she is at least 55 years of age and has completed at least 10 academic years of full-time employment at the University. Faculty who occupy full-time administrative positions are not eligible for the program until they vacate the administrative position. Thus, phased separation will be only for those performing teaching, research, and service duties under faculty appointment. (The Board of Visitors reserves the right, in appropriate situations deemed to be in the best interests of the University, to disregard the requirement of a faculty appointment.)

III. Participation and Compensation
A. Phase-Down Period. Eligible faculty members may apply to take a reduced workload over a period of one year to a maximum three years (the phase-down period), followed by retirement at the end of the phase-down period.

B. Workload During the Phase-Down Period. The workload of faculty members participating in the program would be a 50% workload as specified by the chair and approved by the Dean and Provost and Vice President for Academic Affairs. This workload could be distributed throughout the academic year. However, with the agreement of the department chair, formal class teaching duties may be executed in one semester with advising, mentoring and service obligations continuing through the academic year.

C. Tenure. Eligible faculty members participating in the program do not enjoy the benefits of tenure. They may not serve on committees that require members be tenured. Otherwise, participants have the same academic freedoms and responsibilities as other faculty members and have access to all grievance and appeal procedures available to non-tenured members of the faculty who are not participating in the program.

D. Compensation and Benefits. An appointment under this policy would be compensated by a salary equal to 50% of the participant’s previous academic year’s base salary enhanced by 50% of the cost of medical insurance. Basic and Optional Life insurance coverage will be based on the participant’s 50% salary. Participants will continue to be eligible for annual merit salary increases.

   Participants will continue to be enrolled in the University's retirement plans (Virginia Retirement System or Optional retirement Plan) with University and employee contributions based on the 50% salary.

E. Limitations on Participation. Eligible faculty members do not have an absolute right to participate in the program. Departments, schools, colleges or the University may limit participation in the program if there is a finding that financial circumstances prohibit enrollment in the program by the eligible faculty member or if enrollment in the program would substantially weaken academic quality or disrupt program sequence within the department, school, college or the University. Further, a department, school, college or the University may each establish a cap or limit on the number of eligible faculty members who may enter the program.

F. Procedure for Participation. An eligible faculty member interested in participating in the Voluntary Phased Separation Program must make a transition appointment proposal to his or her chair, by October 15 preceding the fall semester in which they intend to begin the phase down, and work with the chair and relevant Dean to develop a mutually agreeable transition appointment and set of duties for a period of one to three years leading to the date of full retirement. Eligible faculty members with joint appointments between two or more departments, schools or colleges must receive approval from each of the chairs and deans.

   A Dean may refuse to recommend or alter a proposed transition appointment based on legitimate institutional need. Refusal to recommend or alter a faculty member's proposed transition appointment by the Dean, to which the faculty member objects, is subject to review and decision by the Provost and Vice President for Academic Affairs. A final determination of whether the disapproval or an alteration of a proposed transition appointment is based on legitimate institutional need will be made by the Provost and Vice President for Academic Affairs. Examples of legitimate institutional need are such situations as the unavailability of another person to offer a particular required course or the need for the individual's exclusive expertise for an externally funded research grant.
In order to participate in the Voluntary Phased Separation Program, an eligible faculty member must complete a Voluntary Agreement and General Release. When a transition appointment has been agreed to by the eligible faculty member, chair, Dean, and Provost and Vice President for Academic Affairs, the faculty member's Voluntary Phased Separation Agreement will be forwarded to the Office of Academic Affairs for processing. An eligible faculty member's Voluntary Phased Separation Agreement must be signed by the faculty member, the faculty member's Dean, and the Provost and Vice President for Academic Affairs in order for it to be final and binding.

Once the Provost and Vice President for Academic Affairs has signed the Voluntary Phased Separation Agreement, the agreement to retire within the term specified is final and binding. However, nothing in the program precludes a participating faculty member from terminating his or her phased separation in favor of complete retirement at any time.

IV. Administrative Provisions
The University may make such exceptions to the requirements of the Voluntary Phased Separation Program as the President and the Provost and Vice President for Academic Affairs jointly determine to be in the best interests of the University. In addition, the University reserves the right to formally amend the existing provisions of the Voluntary Phased Separation Program or to terminate the Voluntary Phased Separation Program at such time(s) as it deems appropriate.

- Adopted by the Board of Visitors
June 16, 2011
Separation Process for Faculty and Staff
(University Policies and Procedures, #6060)

A. PURPOSE
The purpose of this policy is to ensure the timely notification and processing of faculty and staff separations from employment.

B. AUTHORITY
Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Department of Human Resource Management Policy #1.70 - Terminations/Separations from State Service
Department of Accounts' Commonwealth Accounts Policies and Procedures Manual #50320 Terminations

C. DEFINITIONS
Banner Administrative Information System - The term used to reference the SunGard information technology system, Banner® Unified Digital Campus. Banner is the administrative software system used to manage student information, financial aid, finance, and human resources at Old Dominion University.

Classified Employee - A salaried employee whose terms and conditions of employment are subject to the Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended, and who is employed in a classified position.

Hiring Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Separation - Cessation of employment with Old Dominion University. Types of separation include, but are not limited to: voluntary resignation, retirement, discharge, involuntary termination, layoff, transfer to another state agency, or death while in service.

Web Time Entry (WTE) - A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

D. SCOPE
This policy applies to the following types of employees of the University and their supervisors: administrative and professional faculty, teaching and research faculty, and classified or wage staff. This policy does not apply to adjunct faculty or student employees.

E. POLICY STATEMENT
This policy provides specific procedures to be followed in order to ensure the timely processing of separations which:
• ensure accurate compensation computation and disbursement;
• facilitate the timely processing of final pay actions;
• protect and account for University property; and
• provide faculty and staff with an opportunity to exercise appropriate benefit options.

F. PROCEDURES
University hiring supervisors are responsible for immediately notifying the Department of Human Resources concerning the resignation or termination of faculty and staff. Notification to the Department of Human Resources must occur no later than one workday upon the hiring supervisor's receipt of this information.

An employee is responsible for providing advance notice and written notification of his/her intent to resign to his/her hiring supervisor as soon as the decision has been made to separate from University employment. The written notification should provide an explanation for the resignation and must state the effective date of separation, which is the last day the employee will work.

Reasonable advance notice of resignation for classified employees is at least two weeks or longer for professional level positions. As contractual employees, faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave Old Dominion University.

Upon being notified of an employee's intention to resign, the hiring supervisor shall request the written resignation. On the bottom of the document, the hiring supervisor should note the date the resignation was received, sign his/her name acknowledging receipt, and submit the document to the Department of Human Resources immediately.
Hiring supervisors are also advised to telephone or email the Department of Human Resources, the Payroll Office, and the Office of Computing and Communications Services immediately once they are aware of an employee's intention to resign.

Hiring supervisors are also responsible for the following actions:

- certifying that all leave activity has been submitted via WTE to the Payroll Office;
- notifying the Payroll Office if the classified employee is in a time-loss status or has an annual leave balance of less than 40 hours;
- collecting University property (including, but not limited to: keys, cell phones, laptop computers, pagers, uniforms);
- referring departing faculty and staff to Department of Human Resources for benefits information;
- if applicable, ensuring that contractual obligations are fulfilled by the separating faculty member or reassigned as appropriate;
- notifying the Office of Computing and Communications Services to delete access to departmental and University systems, as appropriate;
- maintaining all departmental personnel and timekeeping records* for five years in a safe and confidential manner.
  *Timekeeping records prior to April, 2008 must be kept in hard copy for five years; timekeeping records after April, 2008 will be available in web time entry.

The Department of Human Resources will provide the hiring supervisor with an e-mail message confirming receipt of the separation notice and will provide the hiring supervisor with a check list to ensure that the hiring supervisor's responsibilities for the separation process are communicated and completed. The separating employee will be contacted by the Department of Human Resources to schedule an exit interview and to inform the employee about his/her responsibilities in completing the separation process. The Department of Human Resources is responsible for inactivating the employee's pay status in the Banner Administrative Information System upon notification of an employee's separation. The Department of Human Resources is also responsible for providing timely notification to the Payroll Office of separating employees.

The Payroll Office is responsible for processing final salary payments, processing final leave pay-outs, terminating direct deposits, and terminating employee records in the Banner Administrative Information System.

G. RESPONSIBLE OFFICER
   Human Resources Operations Manager

H. RELATED INFORMATION
   Department of Human Resources' Separation and Exit Interview Procedures
   Department of Human Resources' Employee Separation Process template e-mail
      - Approved by the president
      July 1, 2001
      Revised August 22, 2003
      Revised October 2, 2009
Academic Freedom

The university subscribes to the following 1940 statement on academic freedom of the American Association of University Professors, which has been endorsed by nearly all important national organizations of higher education.

a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

- Approved by the Board of Visitors
  September 22, 1994
Professional Ethics

The university subscribes to the following 1987 statement on professional ethics of the American Association of University Professors.

I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

- Approved by the Board of Visitors
  September 22, 1994
Statement on Freedom of Expression

Old Dominion University will at all times defend the right of free expression, including the right of free assembly.

The right will be protected in behalf of all persons associated with the academic community - students, faculty, administration, and official guests. No action by an individual or a group which seeks to restrict the exercise of these rights by any other individual or group on this campus will be tolerated.

Old Dominion University will not condone or allow any unauthorized occupation of university facilities, nor will it permit any interference with its normal and regular activities.

No discussion of any issue will be carried on or be conducted under any form of duress, nor will attempts to intimidate, frighten, or otherwise promote by force be tolerated.

Any attempt by individuals or a group to intimidate or otherwise force demands of any kind by occupation of buildings, or interference with the business and purpose of the university, will be dealt with by sufficient means to relieve the situation.

- Adopted by the Board of Visitors
August 27, 1970
Resolution Supporting Intellectual Diversity

Whereas higher education should challenge students to think critically, debate and explore ideas they are not familiar with;

Whereas a free exchange of ideas between students and faculty is the key to learning on a college campus;

Whereas freedom and open debate are the core of what makes learning at a college campus possible, and whereas it is this freedom that sponsors new ideas, fosters debate, exposes students to frames and theories they have never encountered and challenges core beliefs;

Whereas restrictions on what content is taught in the classroom, what subjects are open to debate and what ideas students can be exposed to would hamper education at Old Dominion University;

Whereas college and university teachers are citizens, members of a learned profession, and officers of an educational institution and should be free from institutional censorship or discipline;

Be it resolved, that the Faculty Senate of Old Dominion University opposes any administrative or legislative attempts to place restrictions on what ideas and theories can be taught in our classrooms or to restrict open debate and discussion on campus;

Be it further resolved that the Faculty Senate of Old Dominion University believes that Old Dominion University should remain an open marketplace of ideas where free expression is exercised and where diverse views are expressed and debate of those ideas is encouraged.

-Approved by the president
May 2008
Faculty Performance Period

Unless otherwise noted on the contract, full-time and research faculty appointments are made for a period of one academic year. In the most common case, when faculty are appointed for the fall and spring semesters, they are expected to be on duty from the first faculty meeting of the academic year through spring commencement, except for holidays noted in the university academic calendar; this period is approximately nine months. In general, whatever their period of appointment, faculty are expected to be on duty during the entirety of the semesters or terms for which they are appointed, including opening faculty meetings, final examinations, and commencement ceremonies.

However, full-time teaching and research faculty also may be appointed for "alternative" contractual periods that consist of two semesters or their equivalent. Rather than the traditional academic year consisting of the fall and spring semester, this alternative period may be comprised of only one of those semesters plus duties during summer sessions equivalent to a single semester. The following provisions apply in such cases:

- No tenured or tenure-track full-time faculty member may be appointed to an alternative contractual period more than one year in every four without his/her consent. A minimum of six months advance notice shall be provided to a faculty member selected for an alternative contractual period. The date of the new alternative contract will be used to determine notification requirements.
- Faculty appointed to an alternative contractual period will receive the same salary as they would have received had they been appointed to regular fall and spring semester sessions.
- Faculty appointed to an alternative contractual period will be regarded as regular, full-time faculty for all personnel and fiscal purposes including accrued seniority, years served toward tenure, health coverage, retirement, and other fringe benefits.
- Full-time faculty who have an alternative contract are eligible to work during an "off-term" time period and earn extra compensation as set forth in the Faculty Handbook section entitled "Extra Compensation in 'Off-Term' Sessions." For example, a faculty member who is appointed for the fall semester and the summer sessions will be eligible for employment (including research employment) during the spring semester, but the faculty member's salary rate neither may exceed the weekly equivalent (1/39th) of the normal academic year salary of the individual, nor may the total in the "off-term" exceed (13/39=1/3) of the normal academic year salary. The salaries of full-time faculty members during the "off-term" period are calculated according to a step-by-rank schedule available from the Office of the Provost and Vice President for Academic Affairs.

- Approved by the Board of Visitors
June 18, 1998
Faculty Teaching Load

1. The standard teaching load at Old Dominion University is 24 load hours for the academic year. Each chair will, in consultation with the faculty member, determine how the equivalent of that load is comprised for that faculty member in the department/school, after considering the goals and objectives developed by the faculty member and agreed to by the chair as a part of the annual evaluation process. Such load should be apportioned among teaching, research, administration, and other significant responsibilities approved by the chair. Responsibilities which the chair should take into account include curriculum development, academic advising, supervision of theses and dissertations, supervision of student internships, service in professional organizations, and special community or university services. Copies of the workload apportionment will be provided to each faculty member and forwarded to the dean for approval each semester and to the provost and vice president for academic affairs for information.

2. In courses where the credit hours equal the contact hours, one credit hour will be the equivalent of one load hour. Other factors that need to be taken into account in assigning class loads are: class enrollment, number of preparations, preparations for new courses, team teaching, number of honors, tutorial, independent study, or thesis courses, hours of graduate-level courses taught, and the number of registered thesis and dissertation students supervised.

3. In courses that have more contact hours than credit hours (for example, laboratories in some sciences and studio art) faculty compensation shall not exceed .75 load hours for each contact hour, assuming that no more than two contact hours per credit hour is in any case required. In courses consisting of both lecture and laboratory, only the laboratory will be calculated at .75 load hours for each contact hour, and the lecture at one load hour for each credit hour.

4. In the case of nontraditional or unusual teaching experiences such as student teaching, applied music, clinical experiences in an allied health program, or internships, the relationship between teaching time and load hours will be determined on a course-by-course basis by the faculty of the department with the approval of the dean and the provost and vice president for academic affairs.

5. The university, whenever appropriate, supports and encourages team teaching. Since team teaching allows for collaboration among peers and often results in an enhanced classroom environment or novel course content, there is potential for personal and professional growth for instructors and for broader and more stimulating experiences for students. Professors involved in team teaching will determine their individual contributions to the course and, in consultation with the chair(s) of their department(s), calculate their load hours for the course. The total load hours for the team should equal at least the total teaching load hours for the course. However, since team teaching and the administration of assignments and grading may be significantly more time consuming than for a course taught by one faculty member, the chair(s) may award additional load hours to team members. It is typically necessary for one member of the faculty team to be designated as course director for the semester to coordinate such course administrative activities as recording, completing, and submitting grades.

6. A faculty member's responsibility toward the university includes research and service in addition to teaching. Faculty members may not be assigned a teaching load beyond the standardized load hours per academic year described above without their consent. If the department and the faculty member request a teaching load beyond this limit, approval of such a request must be forwarded to the provost and vice president for academic affairs on the recommendation of the chair and dean.

- Approved by the president
  Revised February 18, 1997
  Revised November 17, 1997
  Revised April, 2003
  Revised March 22, 2013
Temporary Change in Duties for Full-Time Teaching Faculty Who Expect a New Family Member through Birth or Adoption

Old Dominion University complies with Federal and State laws when overseeing employee benefits for faculty, staff, and administrators. Further, the University supports members of the University community in areas of work-life balance, including policies related to telecommuting, job sharing, flexible scheduling, extension of the tenure clock, and other institutional practices. For the University, such benefits become important components of faculty recruitment and retention. For full-time teaching faculty, several key benefits are particularly important during semesters in which births or adoptions are anticipated.

The University is committed to supporting teaching faculty who expect a new family member through birth or adoption by encouraging flexible work arrangements such as research, advising, and other non-teaching duties that would ease the transition from work to parental care. As such, faculty members are eligible to request a temporary change in duties that would cover a maximum of one semester for the birth or adoption of a child. This change of duties would only release the faculty member from teaching duties. Faculty must consult with her/his chair in order to arrange for one semester (fall, spring or summer) in which she/he has no teaching responsibilities. In the event both parents have teaching responsibilities in the same department and both wish to access this policy, they are required to propose staggered periods to ensure that the instructional needs of the department are met.

An application process is available for ten-month teaching faculty with anticipated due/adoption dates during the year. Upon approval, the faculty member is assigned non-teaching duties with pay for the approved period. For ten-month faculty who access this policy during the summer, pay equivalent to a three-credit course is available, providing the faculty member has regularly taught in the summer in previous years. A fund is maintained in the Office of Academic Affairs for departments that request support for replacement faculty during the semester or summer term.

Application process
Eligible faculty must submit a written request for a temporary change in duties to their respective department chair. The request, to be made as soon as practicable, must include the following information:

- The circumstances that have prompted the request for a change, including the anticipated birth date or adoption date of the new family member
- A statement regarding the dates of the proposed change in duties
- Information about the manner in which the change in duties may be implemented

Note: If applicable, a separate application is required for those who wish to request an extension to his/her promotion and tenure review date.

The department chair will review the request, prepare a recommendation and forward it, along with the faculty member’s request, to the dean of the college. The dean will forward a recommendation to the provost and vice president for academic affairs for final approval.

Temporary Change in Duties for New Parents and Approved Leave
If a faculty member uses her sick leave for pregnancy or childbirth, a physician’s certification is required, as specified in the University’s sick leave policy. If the faculty member who has approval for a temporary change in duties is also eligible for FMLA leave, that leave will run concurrently for up to 480 hours or 12 weeks. Medical certifications and other requirements of FMLA must be met. Although the use of this policy mirrors portions of the Family and Medical Leave Act (FMLA), eligibility criteria are different such that the proposed change in duties may be available when FMLA is not (e.g., the new parental policy regarding a temporary change of duties is available in the first year of employment regardless of hours worked).

- Approved by the president
January 22, 2015
Policy for the Support of Program Development and Growth in an Online Delivery Format

Policy

Old Dominion University delivers courses in a variety of modalities, and it is the expectation that faculty are able to deliver instruction in all of these different modalities. In support of further advancing online program offerings available to Old Dominion University students, academic units and faculty should be appropriately resourced. This policy explains how departments and other units may receive resources to support the development, instruction and growth of programs in an online format.

Course Development

For the development of an asynchronous course to be offered online, full-time and part-time faculty will be provided one course release [in some instances, if release time is not possible, a stipend will be paid directly to the faculty developer]. The course may be developed following the Center for Learning and Teaching’s (CLT’s) course development process and hosted by the designated content management system. A faculty member who, with the support of his/her department, develops an online course independent of CLT will be provided with release time or stipend after the program/course has been approved by Distance Learning.

The Office of Distance Learning will work with University administrators and departments to identify and agree upon programs to be developed in an online asynchronous format. Distance Learning will work with the academic unit and Academic Affairs to fund each online asynchronous program development initiative.

Course Revision

For the major revision of an asynchronous course offered online, full-time and part-time faculty will be provided a course release of 0.5 of the total credit hours for the course (in some instances, if release time is not possible, a stipend will be paid directly to the faculty developer). The course may be revised following the Center for Learning and Teaching’s course development process and hosted by the designated content management system. Departments/faculty that revise courses independent of CLT will be provided with course release time and/or stipends to support course revision once the revisions have been approved by Distance Learning.

Course revisions that are managed by the Office of Distance Learning will be handled on a program-by-program, or a course-by-course, basis and integrated into the production/revision cycles available through the Center for Learning and Teaching. Distance Learning will work with the academic unit and Academic Affairs to fund each revision initiative.

Online Delivery Resource Allocation

Beginning in fiscal year 2016, College Deans and departments will receive funds in support of online course offerings. Deans will receive ten percent (10%) of the per student credit hour technology fee assessed for technology delivered courses, departments will receive 50% and Distance Learning will receive 40%. These funds will be base funds adjusted up or down each year to account for increases or decreases in registrations from year to year. The allocation will be determined using the previous year’s registrations (summer, fall, spring).

All departments with online programs that received base funded allocations resulting from previous resource allocation models will continue to receive the FY14 base funded level ongoing. All registrations above the FY14 baseline will apply to the new resource allocation methodology described in the paragraph above and additional funds will be allocated accordingly.

Departments and other units offering program(s)/course(s) in an online format, per the terms of this policy, should use the resources to support instructional needs within the program at their discretion. Departments and units that wish to offer new programs or courses may submit a resource request based on projected costs associated with supporting the new program. Requests should include resources needed to provide the highest level of academic support to online learners and sufficient course offerings to permit a flexible, agile, and efficient online learning option for students enrolled in the program. Programs of an interdisciplinary nature are encouraged and may be jointly funded across academic units. Requests should be submitted to Academic Affairs as part of the annual budget submission cycle and process.

This policy will be reviewed every three years to make adjustments as needed.

- Approved by the president

May 8, 2015
Academic Advising

The University considers academic advising an integral part of the teaching/learning process. With full support from top University administrators, department chairs consider good advising in the evaluation of their faculty. Every student at Old Dominion University is assigned an academic advisor. Entering freshmen and campus transfer students who are undecided on a major are assigned an advisor in the Center for Major Exploration (CME) (1500 Webb Center). All freshmen and campus transfer students who are decided on a major are assigned to an academic advisor in their college or department of interest at the beginning of their initial term of enrollment. Campus students who become undecided after initial assignment to an academic advisor should be referred to the Center for Major Exploration for advising and major/career counseling assistance. Distance Learning (ODU Online) students should consult with their assigned Student Success Advisor in the chosen major.

Acceptance of a student for advising purposes does not guarantee acceptance into the department as a major. When eligible, students must officially declare the major and be accepted by the department as a major. Degree requirements, admissions policies, University support services and other information of concern to advisors may be found in the Old Dominion Undergraduate and Graduate Catalogs and the Academic Advising Resources website http://www.odu.edu/success/academic/advising. The Executive Director of Advising coordinates the undergraduate advising system through the college advising coordinators, associate deans, the chief departmental advisors (CDAs), faculty advisors, the Center for Major Exploration, Career Development Services, and the Director of Distance Learning Advising.

Faculty advisors assist students in planning academic programs by discussing course requirements and career opportunities and providing referrals to help students resolve problems beyond the faculty member's area of expertise. Most departments also have a regularly designated CDA (chief departmental advisor) who is qualified to assist students in the absence of their regularly assigned advisor. The assistant/associate dean or college advisor in each college serves as coordinator of advising and is also prepared to assist students in the absence of the aforementioned faculty members. Advisors will make every effort to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student.

Degree-seeking graduate students are advised by the graduate program director in their area or by a graduate faculty member designated by the graduate program director. Non-degree graduate students should seek advice from the department/school offering the course, or, if registering for engineering or business courses, permission of the department/school. Students may register for no more than 12 hours of graduate credit while in a non-degree status.

- Approved by the provost and vice president for academic affairs
July 1, 2003
Revised July 16, 2008
Revised August 17, 2015
Academic Advising Mission Statement

In keeping with the university's mission, the primary purpose of the Old Dominion University academic advising program is to empower students to explore, experience and engage in educational activities that assist them in the development of meaningful educational and career plans to meet their full potential.

**Academic Advisor Goals and Teaching Outcomes:**

- **GOAL 1.** To assist students in developing suitable educational plans and programs of study that promote academic success.
- **GOAL 2.** To help students explore and clarify individual academic and career goals.
- **GOAL 3.** To teach students how to select appropriate courses and other educational opportunities that provide the experiences needed to develop their goals.
- **GOAL 4.** To teach students to review and evaluate progress toward established educational goals and completion of requirements within individual programs of study using the degree evaluation system.
- **GOAL 5.** To develop student awareness and understanding that decision-making in the advising process is based on student responsibility and to promote understanding of university values as articulated in the university's mission statement.
- **GOAL 6.** To encourage students to use university support services and related resources as needed (Undergraduate Catalog, Career Management Center, Counseling Services, Disability Student Services, Writing Tutorial Services, etc.).
- **GOAL 7.** To participate in advisor training sessions, keeping current on university policies and procedures.

- Approved by the provost and vice president for academic affairs
  April 24, 2001
  Revised July 16, 2008
Class Audit (Non-Formal) by Faculty, Spouses, and Retired Faculty

It is customary for faculty members to allow other faculty members, faculty spouses, and retired faculty members to audit classes without formality.

Information on tuition assistance for faculty and faculty administrators may be found in "Tuition Assistance Program for Faculty and Faculty Administrators" and "Tuition Assistance Program for Dependents and Spouses of Faculty and Faculty Administrators" in Section II of this handbook. Tuition assistance may be considered as taxable income based on applicable IRS regulations.

-Approved by the provost and vice president
for academic affairs
September 5, 2003
Revised May 31, 2005
Class Attendance by Guests

Statement: The propriety for non-student presence in the classroom will vary dependent upon the nature of curricular offerings, dangers inherent to certain classrooms and labs, the optimum classroom environment for each class, and the preferences of each instructor. Guidelines specifying whether non-student guests will be permitted in the classroom, which are consistent with departmental policy, will be established for each class by the instructor and included in the syllabus for the course. These guidelines will apply to each site at which the class is offered.

- Approved by the president
  March 10, 2000
Full-Time Faculty Member as a Degree Candidate

A full-time tenure-track faculty member should not be a degree candidate in the department in which he or she holds a contract. Requests for exception should be made by the department chair and must be approved by the dean and the provost and vice president for academic affairs.

- Adopted by the Council of Academic Deans and approved by the vice president for academic affairs
  January 25, 1977
  Revised February 29, 2012
Faculty Class Attendance

Faculty members are expected to meet classes as scheduled. In cases of an occasional faculty absence, the faculty member should make arrangements to cover the class, and those arrangements should be communicated to the chair. Any rescheduling of a class other than for an occasional absence is permitted only with the written approval of the dean.

- Approved by the provost and vice president for academic affairs
  September 5, 2003
  Revised May 5, 2005
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 in the Guide to Enrollment. Upon request of the instructor, exceptions to this regulation may be made only by the dean.

In the event that 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. In addition, students not associated with a distant learning site, higher education center, or with main campus will need to secure a Proctor to administer all tests, quizzes, and final exams. A postal fee will be incurred by the student for this service. For more information on proctoring, contact the Office of Distance Learning at 1-800-968-2638.

- Approved by the provost and vice president for academic affairs
  September 5, 2003
  Revised May 5, 2005
  Revised July 14, 2006
Faculty Office Hours

Faculty members are responsible for setting aside definite office hours so that students and other faculty members may confer with them. These hours should be communicated on the course syllabus and in other appropriate ways to students and departmental office personnel. Deans and department chairs are authorized to require faculty to designate a minimum number of office hours per week in the context of the faculty member’s teaching responsibilities.

-Approved by the provost and vice president for academic affairs
September 5, 2003
Revised March 25, 2004
Revised May 5, 2005
Course Syllabi

During the first week of each semester, the instructor will provide the students with a syllabus in either electronic or hard copy form. Exceptions to this must be approved in writing by the dean. Course descriptions are found in the Undergraduate and Graduate Catalogs.

The syllabus should include the Catalog description for the course, an outline of the material to be covered during the semester, course objectives, course expectations of students, a statement about academic dishonesty, the instructor's requirements for student participation, required and optional textbooks/readings, assignments, the instructor's grading system, the attendance policy for the course, and an accommodation statement. The accommodation statement should read: “Students are encouraged to self-disclose disabilities that have been verified by the Office of Educational Accessibility by providing Accommodation Letters to their instructors early in the semester in order to start receiving accommodations. Accommodations will not be made until the Accommodation Letters are provided to instructors each semester.”

Course syllabi are available through the office of the academic unit offering the course.

- Approved by the president
  December 1981
  Revised October 22, 2015
Class Rosters

Electronic class rosters are available at www.leoonline.odu.edu and are current as registrations occur. Faculty who have students attending class who are not on the roster must refer these students to the Office of the University Registrar, as they are not officially registered, have not paid tuition and will not be counted in the faculty workload reports. Faculty are advised not to permit students who are not on the class roster to attend class if they are not officially registered once the drop/add period has ended each semester. The course instructor may approve late registration by signing a drop/add form if the semester has not yet ended. Permission to add a course past the end of the semester must be approved by memo on letterhead signed by the instructor and the department chair. The final grade should be reported through the Banner self-service processes at www.leoonline.odu.edu [http://www.leoonline.odu.edu/].

- Approved by the provost and vice president for academic affairs
  September 5, 2003
  Revised July 16, 2008
Grades and Grade Sheets

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. 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.

All faculty must report grades for fall, spring and summer terms through the secure website by logging in to www.leoonline.odu.edu within 48 hours after the final examination has been given. Official grades are maintained in the Office of the University Registrar.

An online process for grade changes is available to faculty if the grade to be changed is not older than two semesters. In these cases, the instructor of record makes the change online. The chair is notified by email of the change and may at that time deny the change of grade. If the grade to be changed is older than two semesters, the instructor submits an Academic Record Change Form (H-1002) to the chair, who forwards it to the university registrar if it is approved and notifies the instructor of reasons for denial if it is not approved.

Faculty may choose to make grades available to students, but should not post class rosters outside offices, classrooms or other public areas. Students should be encouraged to view their posted grades through the secure website (www.leoonline.odu.edu). Student records are guaranteed confidentiality by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). In no case should the student's name, social security number or any other personally identifiable information be posted or released verbally or in written format to anyone other than the student. Students should be referred to the Office of the University Registrar for official release of information.

- Approved by the provost and vice president for academic affairs
  September 5, 2003
  Revised July 16, 2008
Academic Functions

University faculty meetings are held once each year in August and on call by the president. At other times during the school year, college and departmental meetings are held.

Attendance at commencement exercises is an important duty of faculty members and faculty administrators. While it would be desirable for every faculty member and faculty administrator to attend every commencement, a minimum requirement is that each faculty member and faculty administrator attend at least one commencement per year. Departments are required to guarantee that at least one-third of their faculty and faculty administrators attend the fall commencement exercise and two-thirds the spring exercise.

- Approved by the provost and vice president for academic affairs
  September 5, 2003
Outside Employment

NUMBER: 1421
APPROVED: April 22, 1971; Revised September 26, 1972; Revised September 14, 1984; Revised April 26, 2013 (eff. 6/1/13)

Statement: This policy recognizes the necessity of providing some opportunities for approved outside employment by full-time faculty but also recognizes the need for the University to be sure that faculty are devoting their full attention and energy to supporting the instructional, research, and service programs of the University. The intention of this policy is to ensure that there is no conflict of interest between a faculty member’s outside employment activities and the job for which he or she is being employed at the University.

A. Deans and department chairs should review their areas to assure that no situations exist where faculty are doing work that would interfere with completion of their University duties. The same level of attention should be devoted to assuring that there is no misuse of University equipment, supplies, or facilities by faculty.

B. Guidelines

1. Work supported by grants and contracts awarded to the University does not constitute outside activity.
2. The outside employment should not exceed 20 percent of the faculty member’s time per week.
3. A faculty member who engages in outside employment will not use the name of the University in such a manner as to suggest institutional endorsement.
4. The department chair and dean shall review each outside activity. Requests that clearly interfere with the faculty member’s ability to fulfill his/her responsibilities to the University will not be approved. If a request is denied the faculty member should receive a written explanation of the basis for the denial. If the chair or dean does not approve a particular activity, the faculty member may appeal to the provost and vice president for academic affairs. In the instances where University services, supplies, or equipment are to be used, the faculty member must notify the chair of what facilities are to be used and why they are needed.
5. No faculty member may engage in part-time or full-time teaching for another institution during the semesters he or she is employed by the University without prior approval of the provost and vice president for academic affairs. Any faculty member who accepts a full-time position elsewhere without prior approval will be considered to have resigned his or her position with the University.
6. If University space, services, supplies, or equipment are to be used to perform the outside activity for compensation, and where the work is in the interest of the University, permission must be obtained from the Office of Academic Affairs and arrangements made for payment of a reasonable fee for such use. University nonfaculty personnel will not be used to support outside employment activities by the faculty.
7. Each college’s annual report will include a summary of the college faculty’s outside employment activities.
Outside Employment Policy for Administrative and Professional Faculty

NUMBER: 1494
APPROVED: April 26, 2013 (eff. 6/1/13)

Statement: This policy recognizes the necessity of providing some opportunities for approved outside employment by administrative and professional faculty (AP faculty) but focuses on the need to devote attention and energy of such persons to the important work of the University. The intention of this policy is to ensure that there is no conflict of interest between an AP faculty member’s outside employment activities and the job for which he or she is being employed at the University. Board of Visitors Policy 1421 on Outside Employment does not apply to AP faculty. AP faculty members participating in outside employment are to adhere to the following set of guidelines:

1. An AP faculty member’s primary responsibility is to the University; however, there are occasions when AP faculty may engage in outside employment.
2. Outside employment means work for any non-University entity whether or not such work is performed on campus, and includes self-employment.
3. AP faculty may not engage in any other employment during the hours for which they are employed by Old Dominion University.
4. An AP faculty member may not engage in other employment outside his or her Old Dominion University work hours if such employment is deemed to affect the AP faculty member’s work performance or is determined to be in violation of the Old Dominion University Conflict of Interest Policy, Code of Ethics or the Virginia Conflict of Interests Act.
5. No property or resources belonging to or under contract to the Commonwealth or University may be used for outside employment activities.
6. When authorized outside employment occurs during normal working hours for the University, annual, personal or recognition leave shall be submitted and charged for time away from normally scheduled duties.
7. AP faculty are responsible for obtaining supervisory approval for outside employment before the work begins. Written documentation that describes the nature of the outside employment, the duration of the outside employment, and when the outside employment will be performed must be submitted for approval to the supervisor and the vice president responsible for that area of University activity. The Old Dominion University Approval for Outside Employment Form must be used for this purpose. Approval must be renewed annually, if applicable.
8. The approved documentation must be submitted to the Department of Human Resources for filing in the employee’s personnel file, with a copy kept on file in the individual’s unit.

Failure to comply with this University policy and guidelines may lead to disciplinary actions.
Extra Compensation

Statement: The university encourages appropriate and properly sanctioned faculty creative and professional activity that may result in extra faculty compensation. Such appropriate activities include, but are not necessarily limited to, teaching, research, professional consulting, invention, technical or professional innovation, and clinical practice.

Because of differences in traditions, opportunities, methods, resources, and/or client populations among different discipline groups which may require flexibility and/or variation in policies and/or procedures from one part of the campus to another, college deans are encouraged and expected to be flexible and creative in the utilization of available techniques, mechanisms, and incentives to encourage, monitor, and evaluate such faculty activities. At the same time, college deans and the provost and vice president for academic affairs should institute policies and monitoring mechanisms to define, preserve and insure commitment of faculty to the traditional basic workload of teaching, research, and service. A normal faculty workload for each discipline must be established in order to permit deans and department chairs to determine which activities should be considered overload for payment of extra compensation.

Four existing mechanisms may be utilized within academic colleges to facilitate faculty extra compensation activities. These are:

1. Traditional overload payment from university-administered accounts, as currently used for credit and noncredit instruction. Such payment could be made under the existing standard faculty appointments if such payment is specifically permitted by university policy and regulations;
2. Overload payment from grant or contract funds administered through the Old Dominion University Research Foundation, provided 12 load hours per semester are assigned and all of the following conditions have been met:
   A. Purchased Release Time options have been utilized to the maximum extent permitted by the grant or contract.
   B. The semester workload of faculty requesting overload payment includes a minimum of three load hours for a lecture course unless 100% of the faculty's time is purchased.
   C. The semester workload of faculty requesting overload payment includes no more than three load hours of contributed grant or contract time, if required, and does not include unfunded research time as part of the assigned semester workload.
   D. The assigned semester workload of faculty requesting overload payment only recognizes administrative release time for serving as department chair or graduate program director.
   E. The request for overload payment is submitted prior to the start of the semester in which the payment is scheduled to be made.
   F. The request is allowable under Federal regulations and the terms of the grant or contract.*
3. The flexible employment contract, with specific provisions governing compensation for specific activity that is above and beyond basic contractual workload; and
4. Creation of special-purpose enterprises, under the umbrella of a university-affiliated foundation, for the conduct of appropriately designed and approved activities.

The total amount of extra compensation earned by an individual faculty member, on a specific project or in total over the period of a year, should not be arbitrarily limited by university policy. Limits on the amount of such earnings, whether on a specific project or in total, should be based on the quantity and quality of services provided, the importance and value of the services to the university's mission and objectives, and the amount of additional institutional revenues generated by the faculty activity. Should any individual(s) engage in such activities to the extent that their basic faculty workload responsibilities are being neglected or not performed in a satisfactory manner, it should be the responsibility of the department chair and/or dean to take appropriate corrective action, including placing reasonable limits on the extent of future involvement in such extra compensation activities.

The principal responsibility for development and administration of such endeavors is at the college level, with appropriate reporting to and oversight by the provost and vice president for academic affairs. No overload payments from university or research foundation accounts shall be paid to faculty without the approval of the provost and vice president for academic affairs or his/her designee.

- Approved by the president
Revised May 14, 2001
December 1, 1988
May 26, 2011
*Subject to Office of Management and Budget (OMB) Circular A-21 on "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions" (as revised on 05/10/2004)
Faculty Incentive Options Policy

Statement: Incentive options provide opportunities to recognize and reward a faculty member's contributions to the overall objectives of Old Dominion University and to enhance the recruitment and retention of exceptional faculty.

APPLICATION
This policy applies to full-time instructional and administrative/professional faculty.

TYPES OF OPTIONS
Hiring Incentive - applies to new faculty agreeing to work for a specified period of time. A formal agreement must be executed which includes requirements for satisfactory performance and pay back if terms are not met.

Retention Incentive - applies to current university faculty agreeing to continue to work for a specified period of time. A formal agreement must be executed which includes requirements for satisfactory performance and pay back if terms are not met.

Recognition Incentive - to recognize faculty for exceptional performance, special acts, or innovative ideas. In addition to performance-related incentives, recognition awards may also be provided for employee appreciation and for team accomplishments.

APPROVAL PROCESS
The president and the vice presidents have the discretion to award incentives to faculty for their contributions to the university.
Vice presidents are responsible for submitting nominees to the president for recruitment and retention incentives when warranted.

PAYROLL-RELATED ISSUES
Incentive cannot be added to the faculty's base pay. Incentives are considered income for the faculty and will be taxed accordingly. The university may not increase incentive totals by the amount of payroll taxes normally deducted from the faculty's pay.

PAYMENT SCHEDULE
Faculty may choose one of two methods for the payment of the incentive:

1. Lump sum payment.
2. Scheduled payments over a designated number of paydays within the fiscal year.

- Approved by the president
  July 1, 2001
Extra Compensation for Administrators with Faculty Rank
(Board of Visitors Policy, #1493)

I. Philosophy:
Administrators with faculty rank are a major component of the university's professional management staff. Administrators are assigned responsibility for a variety of tasks and programs, including, but not limited to departmental management, committee work and special projects.

II. Definition:
Extra Monetary Compensation: Payment from the university above the salary set forth in the administrator's annual notice of appointment.

III. Policy:
A. The amount reflected in the annual notice of appointment is the total salary that an administrator shall receive for work directly or indirectly related to his/her administrative position at the university, regardless of the time necessary to complete the work.
B. All university administrators with faculty rank are exempt from the provisions of the Fair Labor Standards Act.
C. Administrators with faculty rank who provide services which are completely unrelated to their direct and/or presumed administrative responsibilities may receive extra monetary compensation. The administrator may also receive extra monetary compensation for teaching any credit courses, unless provided otherwise in the position description. The additional compensation must be provided pursuant to an addendum to the administrative letter of appointment, which describes the additional responsibility to be performed and the extra compensation to be paid.
D. Any work for which an administrator will receive extra compensation from an Old Dominion University source requires the advance approval of the administrator's vice president and execution of an addendum by the president.
E. Outside employment performed for any employer other than Old Dominion University is governed by the Outside Employment Policy for Administrative and Professional Faculty.

- Adopted by the Board of Visitors
  December 13, 1988
Policy for Conflicts of Interests Arising from an Employee's or Family Member's Financial Interests, Employment at, or Representation of Old Dominion University

(University Policy, #6220)

The policy can be found at the following link:
https://www.odu.edu/content/dam/odu/policies/university/6000/univ-6220.pdf
Personal Use of University Materials or Funds
(University Policies and Procedures, #6620)

Statement:

1. The use of university materials or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used for conducting university business.
2. University funds are to be used to purchase only those materials and supplies needed to conduct university business.
3. The misuse of university materials or funds is a serious violation and may result in application of appropriate sanctions.

- Approved by the president
  February 1, 1993
University Telephone System Usage

Policy #3300

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: June 30, 2011

A. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the proper use of University-owned telephones and services.

AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth Department of Accounts and Department of the Treasury relating to the decentralization of non-payroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of non-payroll disbursement to Old Dominion University as part of a program to grant relief from rules, regulations and reporting requirements in the areas of finance and accounting.

B. DEFINITIONS

Budget Unit Director - The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Collect Call - A call received where the caller is requesting that the University be charged for the call.

Operator Assisted Call - Calls or services requiring the assistance of an outside operator.

Progressive Discipline - A system of increasingly significant measures that are utilized to provide feedback to employees so that they can correct conduct or performance problems.

Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Third Party Billing - A call made from a non-University phone but charged to the University.

C. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

D. POLICY STATEMENT
The University telephone system is available to conduct official business. Abuse of the telephone system including, but not limited to, charging personal long distance phone calls to the University, conducting business related to outside employment or business ownership, making or receiving excessive personal calls, and disclosing confidential information over the phone may result in disciplinary action, including termination.

As a general rule, faculty and staff are discouraged from making or receiving personal telephone calls through the University's telephone system. It is recognized that under certain circumstances, however, an employee may need to make or receive a telephone call of a personal nature from a University phone. Those calls must be held to a minimum in both duration and frequency.

If, on rare occasions, the need arises for an employee to make a personal call that would result in an assessed charge, the employee should use his or her personal cell phone or calling card to place the call. If those options are unavailable, the employee must receive prior approval from his/her supervisor or designee before using a University phone, and any charges resulting from the call must be reimbursed to the University using established procedures.

Collect, operator-assisted and third-party billing calls are prohibited. Any such call will be investigated by the supervisor or designee and charged to the employee who accepted or placed the call.

E. PROCEDURES

1. Budget Unit Directors are responsible for reviewing the monthly telephone billing reports to ensure compliance with this policy and investigating any questionable calls, such as unexpected charges or unusual frequency of numbers called.

2. Budget Unit Directors noting questionable calls should inquire about the purpose of the call. If the call was for personal reasons, the employee's supervisor should be notified.

3. If the supervisor determines that inappropriate use of University telephones has occurred, he or she will address the issue with the employee using a progressive discipline approach, which may result in sanctions, including termination. The supervisor shall also notify the University Auditor in order to pursue the matter in accordance with University Policy 3003 - Detection, Investigation and Reporting of Fraud and Misuse of University Property/Funds [http://www.odu.edu/ao/polnproc/pdfs/3003.pdf].

F. RESPONSIBLE OFFICER

Associate Vice President for Administration and Finance

G. RELATED INFORMATION

Old Dominion University Board of Visitors Policy 1450 - Faculty Sanctions [http://www.odu.edu/ao/bov/manual/pdfs/1450.pdf]


University Policy 6620 - Personal Use of University Materials or Funds [http://www.odu.edu/ao/polnproc/pdfs/6620.pdf]
Faculty Records

Official transcripts of all academic work completed by each full-time faculty member and a current copy of his or her vita are kept on file in the office of the dean of the appropriate college. Part-time instructors and graduate teaching assistants who are faculty of record are required to ensure that their department chairs receive copies of their academic transcripts directly from institutions issuing credentials. Department chairs are responsible for verifying and certifying the authenticity of academic transcripts (in electronic or paper form) once they are received. These records are then kept on file in the office of the dean of the appropriate college or at a secure website. Faculty members should make sure their credentials on file are current. Faculty records should be retained for five years after resignation, separation or termination.

Employment records are maintained in the Department of Human Resources and payroll records are maintained in the Payroll Office.

- Approved by the provost and vice president for academic affairs
  September 5, 2003
  Revised September 23, 2014
Discrimination Policy
University Policies and Procedures, #1005

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf
Disruptive Behavior Policy for Faculty and Faculty Administrators

Statement: Ensuring workplace safety is of vital importance. All members of the Old Dominion University community have an investment in fostering productive working relationships. Disruptive behavior will not be condoned by any faculty member or administrator.

Disruptive behavior may include verbal threats, harassment, non-verbal inferences which are viewed as intimidating, stalking, and other activity which interferes with the safe and effective operation of the university. Faculty members and administrators who engage in disruptive behavior will be sanctioned under the appropriate standards of conduct.

- Approved by the president
  July 18, 1995
Communications With The Board of Visitors

1. It is the policy of the Board of Visitors that there shall be useful exchange of information between the Board and the various university constituencies. The Board believes that it is important to have opportunities to hear from the many constituencies involved and interested in the work of the institution.
   a. Communication with the students and faculty is particularly important. The Board shall invite formal student and faculty input and engage in informal conversations concerning issues before the Board when appropriate.
   b. The Board may meet with any other university constituencies. The Board shall determine the nature, scope, and scheduling of such meetings.

2. The purpose of this policy is to enable the Board to make informed judgments in taking actions that affect the governance of the university. To that end, the president, as chief executive officer, is charged with the responsibility of maintaining communication between the Board and the various university constituencies, including faculty, staff, students, alumni, and members of the communities served by the university, as appropriate.

3. The president also is expected to inform the Board in an accurate and timely fashion of the views of various university constituencies and to apprise and educate the Board concerning significant issues, opportunities, achievements, and concerns that have or will confront the university and those constituencies. To aid in that process and in addition to authorized representatives selected by the Board (see the policy on Representation to the Board of Visitors), the president is encouraged to invite, from time to time when relevant and appropriate, other informed faculty, staff, students, alumni, benefactors, friends, and interested parties to present views to the Board or its committees when recognized by the rector or committee chair.

4. Members of any university constituency who desire to make their views known to the Board on a particular issue should request the president to present those views to the Board, or request the president to provide them with the opportunity to do so in person at a future meeting of the Board or one of its committees. It is within the discretion of the president to determine the most appropriate way for those views to be communicated to the Board.

5. In order to ensure that the Board is conversant with the wide variety of issues, opportunities, achievements, and concerns that exist in the university community, the president is encouraged to provide the Board with broadest possible exposure to University life. In addition to the foregoing, this may be accomplished by presentations by members of the university community at the meetings of the Board or its committees, and on-site meetings or informational sessions held in a variety of university facilities and locations, both on and off the main campus.

6. This section shall not be interpreted to discourage the free discussion by university and foundation personnel, faculty, alumni, and students regarding public or personal matters with Board of Visitors members. Nothing in this section shall be construed to prohibit the gathering or attendance of two or more Board members with members of the university community at any place or function where no part of the purpose of such gathering or attendance is the discussion of public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any public business.

- Approved by the Board of Visitors
  June 15, 1972
  Revised February 11, 1983
  Revised September 16, 1983
  Revised June 20, 1990
  Revised April 11, 2003
The University's Name and Identification

1. **Name**
   As provided by statute, the name of the university is Old Dominion University.
   
   The name of the university shall not be used in the name of any other corporation, association, organization or other entity or used in any other way so as to identify the university with the aims, policies, programs, products, or opinions of any other entity or its members, without the express authority of the president.
   
   The name of the university shall not be used to align the university with any political, economic, social, or cultural cause or for any private commercial or promotional advertising purposes whatsoever without express authority from the president.

2. **Seal**
   The seal of the university shall be as follows:
   
   The central portion of the seal is a modified and simplified version of the Stuart arms, royal arms of the Stuart rulers of England at the time Virginia became known as the Old Dominion. Included therein are the shields of the kingdoms of England, Scotland, Ireland, and France, the last of which England still claimed at the time. Over this is placed the coat of arms of the College of William and Mary, granted by the Herald's College in 1694, to indicate the origin of the university. Within concentric circles around the shields are the name of the institution and the date of its founding as follows: "Old Dominion University 1930."
   
   The university seal will be used for official university business where traditional imagery is appropriate or as otherwise deemed appropriate by the president.

3. **Flag**
   The flag of the university has a royal blue background, with the seal of the university in color in the center. The proportion of the length of the flag to the width is 3 to 2, and the proportion of the width of the flag to the diameter of the seal is 2 to 1. If a fringe is used, it shall be gold and shall be 1/20th of the length of the flag.

   The president shall be responsible for establishing policies governing the display of the flag.

4. **Colors**
   The university colors are blue (PMS 540) and silver and were selected to be highly distinctive and unique to Old Dominion University. In applications where silver may not be used, grey (PMS 429) should be substituted.

   The president shall be responsible for establishing policies governing the use and application of the university colors.

5. **Visual Identification Program**
   The visual image adopted by Old Dominion University communicates the quality, strength, and integrity of the institution through the equity in the Old Dominion name and its ties with the heritage and historical tradition of the region.

   The symbol is a stylized contemporary rendering of a heraldic lion and crown. These visual elements achieve a very strong historical tie to the origin of the Old Dominion name which was given to the entire Mid-Atlantic colony by King Charles II of England in 1660. In the heraldic imagery of that period, the lion and crown were representative of quality, tradition, strength, and integrity. This distinctive and memorable symbol represents a direct derivation of the institution's name and the region it serves.

   The typestyle chosen for the university logotype is a hand-modified contemporary version of the Bodoni type family.

   The president shall be responsible for establishing policies governing the use and application of the university's visual identification program.

   - Adopted by the Board of Visitors
   June 19, 1986
   Revised October 16, 1986
Authority to Act on Behalf of the University

The official spokesmen and designated representatives of the university are the rector of the Board and the president. Except as otherwise specifically authorized by the rector, by the president, or by the bylaws or policies of the Board, no other university official, faculty member, staff member or other university employee, no student, agent, or any other individual shall speak on behalf of the university, make commitments on behalf of the university, align the university with any cause or position, or otherwise act on behalf of the university. Any action taken or commitment made without the authority provided herein is void. Except as authorized herein, no university official, faculty member, staff member or other university employee, no student, agent, or other individual shall give the appearance of committing the university or of aligning the university with any position or cause by the use of university stationery or by the use of a university title or position.

The president shall communicate this regulation to all university personnel by including it in handbooks and in memoranda distributed to all personnel.

- Approved by the Board of Visitors
  June 19, 1986
University Spokesperson and Media Liaison
(University Policy, #2001)

The policy can be found at the following link:
Development Policy
(Board of Visitors Policy, #1801)

The policy can be found at the following link:
https://www.odu.edu/content/dam/odu/offices/bov/policies/1800/BOV1801.pdf
Advisory Councils
(Board of Visitors Policy, #1840)

The policy can be found at the following link:
https://www.odu.edu/content/dam/odu/offices/bov/policies/1800/BOV1840.pdf
Institutional and Individual Memberships in Professional or Civic Organizations and Social Clubs

Policy #1060

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: April 26, 2011

A. PURPOSE

The purpose of this policy is to define the requirements for institutional or individual memberships in professional or civic organizations and social clubs that are paid by the University.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth's Department of Accounts and Department of the Treasury relating to the decentralization of nonpayroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of nonpayroll disbursement to Old Dominion University as part of a program to grant relief from rules, regulations and reporting requirements in the areas of finance and accounting.

C. DEFINITIONS

N/A

D. SCOPE

The policy applies to all individuals with memberships to professional or civic organizations and social clubs paid by the University.

E. POLICY STATEMENT

Old Dominion University will pay for institutional and individual memberships to professional or civic organizations and social clubs provided the membership is related to the professional or civic responsibilities of the relevant department and/or individual member and to the mission of the University and is approved by the President or designee.

F. PROCEDURES

1. Institutional memberships in professional or civic organizations may be paid from budgeted Educational and General, auxiliary, discretionary or gift funds, with approval of the President or respective Vice President. It is the responsibility of the approver to annually review institutional memberships prior to renewal.

2. Individual memberships in professional or civic organizations are generally considered to be personal professional obligations. Individual memberships may be paid from Educational and General, auxiliary, discretionary or gift funds, with approval of the President or respective Vice President, provided that:

   a. such membership is deemed necessary by the President or designee for the reasonable conduct of an individual's administrative duties; or
b. such memberships are provided for all full-time faculty members of an academic department, as faculty-development support; or

c. University representation to a professional organization is institutionally important but institutional memberships are not available; or

d. institutional or college representation is deemed important, and individual membership is available at substantially lower cost than institutional membership; or

e. individual membership is required for conference registration, paper submission, program presentation, or access to faculty or administrative recruiting at a professional meeting.

3. Memberships in social clubs and organizations may be paid from either discretionary or gift funds, with approval of the President or respective Vice President. Expenditures for such memberships are restricted to one per individual, and are considered to be important in conducting University business. All personal expenses associated with such memberships must be identified and reimbursed to the University. Memberships will be permitted only in clubs and organizations whose policies are consistent with the University's Equal Opportunity and Affirmative Action policies.

G. RESPONSIBLE OFFICER

Associate Vice President for Administration and Finance

H. RELATED INFORMATION

N/A
ODU Faculty Receiving Nationally Competitive Fellowships

It is the policy of the university to encourage and support faculty who apply for and receive nationally competitive fellowships that provide a significant portion of their salary (e.g. Fulbright, NEH, NEW, German Marshall, etc.) The goal of this policy is for faculty members to remain on contract, receiving their current salary and full benefits. The assumption on which the policy is based is the reality that, while providing outstanding recognition for ODU faculty, these fellowships pay less than the average faculty member’s current salary.

The following are the procedures and terms for full-time faculty members receiving such fellowships:

a. If a faculty member is applying for a fellowship, he/she must consult the chair and dean to allow them to plan for future semesters and to be assured that the fellowship being sought meets the criteria of this policy (e.g., nationally competitive). In addition, there may be a limit to the number of fellowships supported over a period of time for one person. When the university’s share of the faculty member’s salary exceeds 50%, full benefits will be paid. If the university's share is less than 50%, the specifics will be dealt with on an individual basis at the point of application.

b. If the granting agency will pay the award directly to the university, then the faculty member remains on his/her current salary and the department/college will use the award as purchase release time to support the department and college in which the faculty member resides.

c. If the granting agency (e.g., Fulbright) will only pay the faculty member directly, then the university will top off the award so that the faculty member maintains his/her current salary. This will be based on the stipend amount only.

d. Fellowship money provided for maintenance and travel expenses is to be excluded from these calculations.

e. These policies do not apply to faculty receiving fellowships for the summer only, as faculty are not on contract to the university.

f. Faculty members must return for one year of full-time university service following the period of the fellowship. Therefore, those on terminal contracts are not eligible.

- Approved by the president

June 6, 2002
Faculty Exchange Between Norfolk State University and Old Dominion University

Since both institutions wish to encourage and facilitate further exchange of faculty, the following policy for faculty exchanges has been adopted.

A department chair or dean from either institution may request that a faculty member in a comparable department at the other institution be loaned for the purpose of teaching a course. If agreement is reached, the course taught at the other institution will be considered part of the faculty member's regular load so the teaching load at the home institution will be reduced accordingly. Copies of the agreement will be forwarded to the vice presidents for academic affairs at both institutions for the purpose of record-keeping.

Since faculty are not under contract during the summer session, this arrangement applies only to the regular session. During the summer session, faculty from the other institution may be paid directly by the borrowing institution.

- Approved by the president
  October 1, 2003
Department Chairs

1. The chair is an administrative officer of the university, and the chief executive officer of a department. The chair has primary responsibility for the development of quality programs in instruction, research, and professional service within the department.

2. Within the context of university and college policy and governance structure, the chair's responsibilities include, but are not limited to, the following:
   a. The administration of university and college policies at the departmental level;
   b. The development of departmental short- and long-range plans and the evaluation thereof;
   c. The definition of the role of the discipline and department in the college and university and of its relationship to the needs of the community and state;
   d. The development of departmental curricula;
   e. The maintenance of an effective advising system within the department;
   f. The preparation and administration of the departmental budget;
   g. The administration of the departmental office and facilities and the supervision of the departmental staff;
   h. The provisions of leadership in the development of faculty in teaching, research, and professional service;
   i. The evaluation of faculty performance in teaching, research, and professional service, and of all departmental staff;
   j. The promotion of an effective equal opportunity/affirmative action program within the department;
   k. The recruitment and reappointment of faculty and the recommendation of them for tenure, promotion, and salary increases;
   l. The promotion of the welfare of faculty, staff, and students;
   m. The maintenance of liaison with other academic and administrative units of the college and university, and with appropriate external agencies.

3. The chair shall be a full-time member in the department appointed by the dean after survey of the full-time faculty of the department, and with approval of the provost and vice president for academic affairs. In the case of internal appointments, except in the absence of a viable candidate or reasonable consensus among the faculty, the chair shall be a tenured member of the department.
   a. The chair normally serves a three-year appointment. When the term of a chair is ending, the dean shall notify the department no later than February 1, and invite anonymous written comments on the chair’s performance from all full-time faculty of the department. Such response shall be submitted on a survey instrument appropriate to the department, to be developed by the dean in consultation with the Promotion and Tenure Policy Committee of the Faculty Senate and with the provost and vice president for academic affairs. The dean, taking into account the survey results, shall recommend to the provost and vice president for academic affairs either (a) reappointment of the incumbent chair, (b) appointment of a new chair from within the department, or (c) appointment of a new chair to be recruited from outside the department. Subsequent to the approval of the recommendation by the provost and vice president for academic affairs, the dean shall make a written report to the departmental faculty, summarizing important conclusions of the evaluation and announcing the decision.
   b. A person normally may serve no more than two consecutive terms as chair; however, if the departmental survey reasonably supports such conclusion, the dean may reappoint for one additional term subject to the approval of the provost and vice president for academic affairs. Appointment exceeding three consecutive terms may be made only in extraordinary circumstances with approval of the provost and vice president for academic affairs and the president, and with full explanation to the faculty of the department of the reasons therefore.
   c. Termination of a chair’s appointment prior to its normal expiration date may be effected by the dean for reasonable cause, subsequent to consultation with faculty of the department and approval by the provost and vice president for academic affairs.

4. The annual evaluation of performance of all chairs is the administrative responsibility of the dean and will be conducted by the dean. The evaluation shall be based on annual identification and accomplishments of each chair’s goals and objectives established in collaboration with the dean and conducted each spring prior to the salary adjustment process. Deans are encouraged to solicit anonymous comments from all full-time faculty in the department. The evaluation results shall be discussed with the chair and reported to the provost and vice president for academic affairs.

1Refer also to the Policy for Chair Evaluation earlier in this section.
5. The chair does not hold tenure in the administrative office. In cases in which persons are recruited from outside the university to serve as chairs, recommendations for academic tenure effective upon initial appointment shall normally follow the established tenure review process. If time constraints preclude full employment of the regular tenure review process, academic tenure on initial appointment will be recommended by the president to the Board of Visitors if (a) the dean so recommends after consultation with tenured faculty of the department, and (b) the provost and vice president for academic affairs approves.

- Approved, as revised, by the Council of Academic Deans
  May 1978
  Revised by the president
  January 9, 1990
  February 27, 2007
Graduate Program Director

A. Appointment

Many graduate programs are implemented and administered within a single department, while others are multidisciplinary in nature and involve the cooperative efforts of several individual departments or colleges on a shared basis. Because of these variations, some graduate program directors report directly to a particular departmental chair, while others report directly to an individual academic dean. The delineation of administrative authority should be established at the time a program director is appointed and clearly understood by all parties involved. At the time of appointment, graduate program directors and their supervisors should develop a written description that provides a clear understanding of the expectations for both parties about their duties and the attendant compensations and includes criteria for the annual evaluation of graduate program directors.

The graduate program director should be a tenured faculty member from the program or department who is certified for graduate instruction. The appointment of non-tenured faculty is discouraged, and should be made only in exceptional circumstances that are approved by the provost and vice president for academic affairs.

In the case of programs located within a single department, the graduate program director will be appointed by the department chair, after consultation with faculty certified for graduate instruction in the program and with the approval of the academic dean in whose college the program is offered.

In the case of multidisciplinary programs within a college, the graduate program director will be appointed by the dean of the college that has administrative responsibility for the program, after consultation with the chairs of participating departments and faculty certified for graduate instruction in the program, and deans of other colleges, if necessary.

In the case of multidisciplinary programs that involve more than one college, the graduate program director will be appointed by the provost and vice president for academic affairs, after consultation with the chairs of the participating departments, faculty certified for graduate instruction in the program, and deans of participating colleges.

The Office of Academic Affairs will be provided with a copy of the appointment letter or memorandum, after approval by the dean for review and record purposes.

B. Duties and Responsibilities

The duties of a graduate program director depend upon a number of factors: program level (master's or doctoral), particular discipline, size of the program, and degree of staff support being some of the most important. While the ultimate responsibility for a graduate program rests with its graduate faculty, managing the following areas of responsibility will be considered the baseline duties for the position:

Program Marketing and Recruitment - for example, plan, initiate and maintain contact with prospects, prepare the content of promotional materials and maintain program website.

Admission to Program - including coordinate application review, oversight of admissions decisions, maintain communication with admitted students, determine financial aid offers to candidates, establish program capacity, manage enrollment, and conduct student orientation.

Advising and Problem Resolution - mentor and advise students, establish student plans of study, coordinate thesis and dissertation schedules, handle student requests for exemptions and waivers, and certify students for graduation.

Program Policies and Manual - maintain the program manual and disseminate student guidelines.

Curriculum and Program Assessment - maintain student progress and completion data, collect graduate student productivity data, survey student needs and satisfaction, advise department chair on course demands, oversee curricular changes, conduct periodic external reviews, aid in determining graduate catalog content, interact with accrediting bodies, and coordinate the administration of candidacy exams.

Additional responsibilities may be assigned by the department chair with appropriate levels of support.

C. Released Time

The amount of released time and other compensation, such as a summer stipend, will vary with the various duties in a department established for the particular position as discussed in section B (above). A graduate program director normally is provided with released time for this function. Unless there are exceptional circumstances, academic year stipends (if provided) should be alternatives to course releases, not granted in addition to course releases. However, chairs functioning as graduate program directors might be offered a stipend instead of an additional course release.

Course releases should be three credit hours per year if the annual FTEs are between 10 and 20, with a maximum of six per year if the total FTEs are higher (deans should be allowed to make a case for exceptions, e.g.

January 2016
when a program is being started, in cases of programs that are exceptionally large or have other complexities that might require more released time on an ongoing basis). Released time should be replaced by a small stipend when the annual FTE falls under 10.

D. **Evaluation of Performance**

The primary person responsible for evaluating the performance of the graduate program director will be the person to whom the program director normally reports as indicated in Section A (above). It is expected that a portion of the annual faculty evaluation of the graduate program director will be devoted to the performance in that capacity. The person responsible for the evaluation should seek as much input as appropriate to assist in the evaluation and should consult with his/her academic dean, particularly when a new appointment is contemplated.

- Approved by the vice president for academic affairs
  December 5, 1978
- Revised August 8, 1995
- Revised and approved by the president
  December 16, 1997
- Revised August 22, 2003
- Revised July 24, 2006
- Revised November 5, 2010
Certification of Faculty for Graduate Instruction

I. ASSIGNMENT OF GRADUATE FACULTY: All faculty assigned to teach graduate courses and/or supervise graduate student research must be certified. Faculty are to be certified for graduate instruction in their field of specialization based on the appropriate college’s published criteria of required scholarly and/or professional accomplishments, satisfactory teaching performance at the advanced level in appropriate disciplines, and necessary terminal graduate degrees. The deans of the academic colleges are responsible for ensuring that all faculty are certified prior to assuming their graduate assignments.

A. Each college must form a graduate committee. The major duties for the committee include review graduate degree curricula to ensure compliance with University policies and procedures, develop college graduate policies and procedures, certify faculty for graduate instruction, and review and approve graduate programs’ handbooks.

1. The graduate committee will be composed of senior graduate-level faculty from each department/school and independent program in the college with graduate degree programs, including at least three representatives from graduate program directors in the college. The associate dean of the college responsible for graduate studies will serve as an ex officio member of the committee.
   a. The committee will elect the chair at the beginning of each fall semester and set its agenda.
   b. Faculty in the college will be notified of the committee meetings, agenda items, decisions and other aspects affecting graduate programs in a timely manner.
   c. Faculty will be afforded opportunities to attend meetings and to provide input on pending issues and other concerns related to the work of the committee.

B. Certification

1. Criteria for initial certification
   a. All faculty, full time and part time, certified for graduate instruction must have a terminal degree in the field of specialization as defined by the discipline.
   b. Faculty must have a record of scholarly activity and research as defined by the discipline. Except in the case of professional programs, such as the DNP, DPT and DEng, etc., faculty certified for instruction at the doctoral level must have evidence of substantial scholarly activity and research at the national level.

2. Certification process
   After reviewing the candidate’s qualifications, the appropriate department/school submits the college’s form on certification of faculty for graduate instruction, and the necessary documents (C.V., transcripts, licensures/certifications) to its academic college graduate committee, or its equivalent, for evaluation and recommendation for approval.
   a. The college graduate committee submits to the dean of the academic college the completed college form and required documentation of qualifications of those faculty deemed eligible for certification and informs the department of its decision.
   b. The dean either approves or disapproves the recommendation and informs the college committee and the department of the decision. The academic dean forwards a copy of the approved college form and required documents to the Vice Provost for Graduate and Undergraduate Academic Programs.
   c. If questions arise concerning the qualifications of faculty for certification, these should be addressed to the prior level of recommendation or approval. Attempts should be made to resolve them among the recommending and approving authorities. An appeal may be made to the Provost and Vice President for Academic Affairs if these efforts fail to resolve the problem.

C. Recertification

1. Faculty must be recertified for graduate instruction every five years. (All faculty may be approved for periods of up to five years. At the end of the approval period, a review is made by the appropriate department/school and college graduate committee for renewal of the certification for graduate instruction.)

2. Criteria for recertification for master’s-level instruction include satisfactory teaching at the advanced level in the discipline, a continued record of scholarly activity and research as defined by the discipline, and evidence of professional contributions to the discipline. Except in the case of professional programs, such as the DNP, DPT and DEng, etc., faculty teaching on the doctoral level are also expected to have a substantial
record of scholarly activity and research at the national level, and where appropriate, to have chaired completed dissertations or their equivalents.

D. Exceptions and Termination

Exceptions to this policy, e.g., duration of certification, qualifications, require approval of the appropriate department chair, the college graduate committee, the dean of the academic college, and the Vice Provost for Graduate and Undergraduate Academic Programs. Exceptions will be granted only in clearly extraordinary circumstances. Failure to maintain the required level of productive, creative scholarly or professional activity and satisfactory teaching performance will result in termination of the faculty's certification for graduate instruction.

- Approved by the provost and vice president for academic affairs
  September 5, 2003
- Revised and approved by the president
  July 7, 2006
  May 21, 2014
Graduate Assistantship Grievance Procedure

Should a graduate assistant believe that his/her assigned duties and/or the workload required to fulfill these duties do not conform to university graduate catalog policies, he/she should first attempt to reconcile the grievance with his/her academic/nonacademic immediate supervisor. If the grievance is not resolved, the graduate assistant will ask his/her graduate program director (GPD) to mediate the grievance between him/her and the immediate supervisor. If the GPD is the student's immediate supervisor, the chair/dean’s designee will attempt to mediate. If the chair is the student's supervisor, the GPD shall refer the case directly to the dean or the dean's designee. If this course of action does not resolve the grievance, the GPD/chair/dean's designee will seek mediation with the supervisor of the student's immediate supervisor. If a resolution cannot be achieved, the chair/dean's designee will appoint an ad hoc committee comprised of two senior faculty members from the student's department and one senior faculty member from another department. If the student's assistantship is in a nonacademic unit, the third member will be a senior-level administrator from the nonacademic unit. Should the committee not resolve the grievance, it will be referred to the dean of the student's college for a final decision. For matters involving sexual harassment and/or discrimination, please see the "Sexual Harassment Policy and Procedures" and the "Discrimination Complaint Procedure" in the University Graduate Catalog.

- Approved by the president
  September 29, 2007
III. ACADEMIC POLICIES

Notifying the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) of Substantive Change

Policy #1800

Responsible Oversight Executive: Provost and Vice President for Academic Affairs
Date of Current Revision or Creation: April 26, 2011

A. PURPOSE

The purpose of this policy is to outline the requirements, procedures, and processes as necessary to maintain compliance with the Principles of Accreditation: Foundations for Quality Enhancement [http://sacscoc.org/pdf/2008PrinciplesofAccreditation.pdf] with specific focus on coordinating timely and complete notification of substantive changes to the University's regional accrediting body, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) [http://www.sacscoc.org/].

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Board of Visitors Policy 1002, Major Goals of the University [http://www.odu.edu/ao/bov/manual/pdfs/1002.pdf], outlines the major goals of the University including quality of academic programs (Goal 3) and identifies the University's commitment to a continual improvement process, allowing for "rigorous and regular evaluation of the quality, pertinence and effectiveness of academic and other University programs."

C. DEFINITIONS

Substantive Change - A significant modification or expansion of the nature and scope of an accredited institution. (See Table 1, below.) Source: SACSCOC.

Procedure One - SACSCOC procedure associated with a substantive change that requires SACSCOC notification and approval prior to implementation. Changes under Procedure One require notification, a prospectus or application, and may involve an on-site visit. Source: SACSCOC.

Procedure Two - SACSCOC procedure associated with a substantive change that requires SACSCOC notification prior to implementation. Source: SACSCOC.

Procedure Three - SACSCOC procedure associated with Approval of a Consolidation/Merger. Source: SACSCOC.

Branch Campus - A location of an institution that is geographically apart and independent of the main campus of the institution. A location is independent of the main campus if the location is (1) permanent in nature; (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; (3) has its own faculty and administrative or supervisory organization; and (4) has its own budgetary and hiring authority. Source: SACSCOC.
Degree Completion Program - A program for which the institution accepts or requires a substantial amount of transfer credit prior to entry and only the program major portion is offered.

Distance Learning - A formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may employ correspondence study or audio, video, or computer technologies. Source: SACSCOC.

Level - SACSCOC's Level taxonomy categorizes institutions by the highest degree offered. Old Dominion University is designated as a Level VI institution: Offers four or more doctorate degrees.

Merger/Consolidation - The Commission on Colleges defines a consolidation as the combination or transfer of the assets of at least two distinct institutions (corporations) to that of a newly-formed institution (corporation), and defines a merger as the acquisition by one institution of another institution's assets. For the purposes of accreditation, consolidations and mergers are considered substantive changes requiring review by the Commission on Colleges. (Examples include: a senior college acquiring a junior college, a degree-granting institution acquiring a non-degree-granting institution, two junior or senior colleges consolidating to form a new institution, or an institution accredited by the Commission on Colleges merging with a non-accredited institution.) Source: SACSCOC

Off-Campus Site - Campus location providing educational course and/or program offerings that is at a different address than the main campus location. Source: SACSCOC.

Program or Program of Study - A course of study leading to a formal award, e.g., degree, certificate.

SACS Accreditation Liaison - The individual at the institution who is responsible for ensuring the timely submission of annual institutional profiles and other reports as requested by the Commission in the years between accreditation reviews. With the Chief Executive Officer, the Accreditation Liaison is responsible for the accuracy of all information submitted to the Commission and for ensuring ongoing compliance with Commission standards, policies, and procedures beyond reaffirmation. During the Reaffirmation Cycle, the Liaison serves on the SACSCOC Reaffirmation Leadership Team and oversees all staffing aspects of the Reaffirmation process. Source: SACSCOC.

Teach-Out - The process by which the University provides instructional and academic support services to students enrolled at a site that has been closed and/or in a program that has been discontinued. The teach-out process often extends well beyond the closing of a site or program to allow time for enrolled students to complete their programs in a reasonable amount of time.

Teach-Out Agreement - A written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students enrolled in that program complete the program. Source: SACSCOC.

D. SCOPE

This policy applies to all University officers who can initiate, review, approve, and allocate resources to any changes, including those to academic and non-academic programs and activities, that may be considered a substantive change according to SACSCOC Policy for Substantive Changes for Accredited Institutions [http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf]. Within academic areas, such changes can originate with individual or groups of faculty members, department committees, Department Chairs, Deans and Associate Deans, Provost and Vice President for Academic Affairs, Faculty Senate, or any other area reporting to the Provost.

In those areas outside the Academic Affairs Division, potential substantive changes may arise in individual units, among supervisors in each area, executive management teams within Vice Presidential or Executive Director areas, or with the Vice Presidents/Executive Directors themselves. Further, the need for a potential substantive change may come to the attention of the President or those in his direct reporting line.

Each individual hereby designated is required to be familiar and comply with this policy.
E. POLICY STATEMENT

In order to maintain the commitment undertaken by virtue of its membership in SACSCOC and its reaffirmation of accreditation, the University is required to demonstrate continuing compliance with the Principles of Accreditation: Foundations for Quality Enhancement [http://sacscoc.org/pdf/2008PrinciplesofAccreditation.pdf] by adhering to all standards, requirements, policies and procedures associated with the definition and scope of a substantive change and found in SACSCOC Policy for Substantive Changes for Accredited Institutions [http://www.sacscoc.org/pdf/081705/Substantive change policy.pdf].

At the earliest stage of conceptualization, any potential change that could be deemed substantive (as defined herein) must be submitted in writing via the applicable reporting line to the appropriate Provost/Vice President/Executive Director to the President as documented in section D. SCOPE, above, and section F. PROCEDURES, below. The Provost, Vice Presidents, Dean of Students or President will bring forward each potential substantive change to be discussed at by the President’s Cabinet. The Provost will subsequently notify the SACSCOC Accreditation Liaison as to the nature, scope, and proposed date of the potential change.

In order to ensure timely notification to SACSCOC, members of the President’s Cabinet will keep the Provost apprised of the continuing viability and progress toward implementation of the potential change. The Provost and the SACSCOC Accreditation Liaison will oversee the process of preparing appropriate notification, in conjunction with those involved with the change, according to the requirements in SACSCOC Policy Substantive Changes for Accredited Institutions [http://www.sacscoc.org/pdf/081705/Substantive change policy.pdf] and other related policy and accreditation documents maintained by SACSCOC.

All responsible University officers and faculty (as identified in D. SCOPE) will be notified of this policy and reminded annually regarding their responsibility for compliance. The President, Provost, Vice Presidents and Dean of Students are responsible for bringing forward any potential Substantive Changes from their areas under this policy. The Provost and SACS Accreditation Liaison will ensure that information regarding this policy, associated resources available from SACSCOC, and answers to frequently asked questions are made available on the Provost’s website.

F. PROCEDURES

1. At the earliest stage of conceptualization, any proposed change that could be deemed substantive according to SACSCOC policy must be submitted in writing to the Provost, appropriate Vice President, or Dean of Students, as outlined above in Section E. These notifications must include: (a) title of the proposed change; (b) a brief description of the change including its scope; (c) responsible individual to act as contact; (d) tentative timeline for approval; and (e) earliest date possible for implementation. These preliminary notifications will be reviewed by the President’s Cabinet.

The definition of Substantive Change and the applicable institutional notifications are codified in SACSCOC Policy for Substantive Changes for Accredited Institutions [http://www.sacscoc.org/pdf/081705/Substantive change policy.pdf]. Table 1 below lists the types of institutional changes that are considered to be substantive under this policy.

Table 1: Types of Substantive Changes and Applicable SACSCOC Procedures

<table>
<thead>
<tr>
<th>Types of Change</th>
<th>Procedure</th>
<th>Prior Notification Required</th>
<th>Time Frame for Contacting COC</th>
<th>Prior Approval Required</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>Approvals</td>
<td>YEs/Approval Required</td>
<td>Timeframe</td>
<td>Approvals Required</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-----------------------</td>
<td>-----------</td>
<td>--------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Initiating coursework or programs at a more advanced level than currently approved</td>
<td>1</td>
<td>Yes</td>
<td>12 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Expanding at current degree level <em>(significant departure from current programs)</em></td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating a branch campus (see definition of &quot;branch campus&quot; on p. 2 of this document)</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating joint degrees with another institution (see Commission policy &quot;Collaborative Academic Arrangements: Policy and Procedures&quot;)</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating a certificate program... <em>(typically for workforce development)</em></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>...using existing approved courses</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>...at a new off-campus site <em>(previously approved program)</em></td>
<td>1</td>
<td>Yes</td>
<td>Approval required prior to implementation</td>
<td>Yes</td>
<td>Modified Prospectus</td>
</tr>
<tr>
<td>...that is a significant departure from previously approved programs</td>
<td>1</td>
<td>Yes</td>
<td>Approval required prior to implementation</td>
<td>Yes</td>
<td>Modified Prospectus</td>
</tr>
<tr>
<td>Initiating off-campus sites <em>(including Early College High School programs offered at the high school)</em></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>...Student can obtain 50 percent or more credits toward program</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>...Student can obtain 25-49 percent of credit</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification</td>
</tr>
<tr>
<td>...Student can obtain 24 percent or less</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>Expanding program offerings at previously approved off-campus sites</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>...Adding programs that are significantly different from current programs</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification</td>
</tr>
<tr>
<td>...Adding programs that are NOT significantly different from current programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Altering significantly the educational mission of the institution*</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating distance learning...</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Event Description</td>
<td>Number</td>
<td>Approval</td>
<td>Notification or Implementation Due Date</td>
<td>Notification Requirement</td>
<td>Description of Plan</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>------------------------------------------</td>
<td>--------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Offering 50 percent or more of a program (Once approved, institutions may add programs that are significant departures from the originally approved programs by submitting notification in advance)</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Offering 25-49 percent</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification</td>
</tr>
<tr>
<td>Offering 24 percent or less</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>Initiating programs/courses offered through contractual agreement or consortium</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification and copy of signed agreement</td>
</tr>
<tr>
<td>Initiating a merger / consolidation with another institution</td>
<td>3</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus Due dates: April 15 or October 1</td>
</tr>
<tr>
<td>Relocating a main or branch campus</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Relocating an off-campus instructional site</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification</td>
</tr>
<tr>
<td>Changing governance, ownership, control, or legal status of an institution</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Changing from clock hours to credit hours</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Altering significantly the length of a program</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating degree completion Programs</td>
<td>1</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Closing an institution or program: (see Commission policy &quot;Closing a Program or Institution&quot;)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...closing a program with internal teach-out protocol</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>Description of plan</td>
<td></td>
</tr>
<tr>
<td>...closing a program with a teach-out agreement with another institution</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>Copy of teach out agreement</td>
<td></td>
</tr>
<tr>
<td>...closing an institution</td>
<td>2</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>Description of plan</td>
<td></td>
</tr>
</tbody>
</table>

1. A significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum. To determine if a new program is a "significant departure", it is helpful to ask if the new program requires: * Numbers of new faculty? * Many new courses? * New library or other learning resources? * New equipment or facilities? * A new resource base?

2. Significant changes in mission are those that lead to a fundamental shift in the nature of the institution, such as an institution that had offered only professional programs deciding to add general education offerings, or a technical college transforming itself into a comprehensive community college.
significantly changes in program length are those with noticeable impact on the program's completion time (e.g., increasing a baccalaureate degree from 124 hours to 150 hours).

2. If the proposed change is considered appropriate for internal development by the President's Cabinet, the Provost will instruct the SACS Accreditation Liaison to record in Old Dominion University's SACSCOC Change Tracking Database the title, description, date of approval for internal development, the name of the individual responsible for its development, anticipated approval date, and earliest possible implementation date. Individuals responsible for the proposed changes will be instructed to notify the Provost and the SACS Accreditation Liaison as well as their appropriate Vice President/Executive Director regarding the progress of the proposed change.

   The anticipated earliest date of implementation will be recorded to ensure that adequate time exists for SACS notification, including the development of a Substantive Change Prospectus. Should the planned implementation date not allow for timely SACS notification, the implementation date will be adjusted to allow for timely notification to SACS.

3. The SACS Accreditation Liaison will regularly monitor and record the progress and outcomes of the proposed change in Old Dominion University's SACSCOC Change Tracking Database, including events associated with the University's established policies and procedures for internal and external review and approval for various changes at the University. Working with the Provost and other senior University officers, the SACS Accreditation Liaison will regularly contact the designated individuals responsible for each potential change to ensure that progress toward approval and implementation is carefully tracked.

   When all internal reviews and approvals have been obtained, the President will send SACSCOC a written notification of the proposed change. Depending on the type of change and subsequent instructions from SACSCOC, the University may be required to submit a Substantive Change Prospectus and/or an Application for approval, within a minimum of three months and up to as many as 12 months prior to implementation of the change (per Table 1, above). From this point forward, for many types of changes, a minimum of six months is required to obtain formal approval by the University's Board of Visitors and the State Council of Higher Education for Virginia (SCHEV), if required.

4. When the University's Board of Visitors and the State Council of Higher Education (SCHEV) or the Virginia Governor's office have given final approval, as appropriate, the Provost will notify the SACS Accreditation Liaison to prepare SACSCOC a Prospectus or Application as appropriate. Implementation of the approved substantive change will occur no sooner than three months following submission of the prospectus or application to SACSCOC, where applicable. If SACSCOC approval is required, the program cannot commence until such approval is attained.

G. RESPONSIBLE OFFICER

   Vice Provost for Planning and Institutional Effectiveness

H. RELATED INFORMATION

   Old Dominion University Organization Chart [http://www.odu.edu/oduhome/orgchart.pdf]


   What is a Substantive Change and How Should It Be Handled [http://sacscoc.org/substantivechange.asp]
General Statement on Program Review

(Institutional Policies and Procedures, #5900)

Institutional vigor, integrity, and distinction are dependent in good measure on a regular and critical review of ongoing programs. This process should not be prompted solely by the imperative of visitations by professional, regional, or national accrediting agencies. The university should regularly affirm that its academic offerings continue to serve the legitimate professional, intellectual, and aesthetic needs of the community and region that it serves. Refinement and redefinition of the types and scope of programs should reflect changing societal needs while maintaining the selective educational core undergirding all baccalaureate programs and the selective and distinctive character and quality of graduate programs. Old Dominion University subscribes to this principle and shall continue to pursue a regular schedule of assessment.

A new impetus has been added to the need for program review. Universities are being confronted not only by changes in student demographics and societal needs but by decreasing fiscal resources. The result is an added objective for program review. Besides identifying weak programs or programs that are no longer relevant, the developing need to reduce the scope of institutional offerings will require that choices be made between and among programs. Selective program curtailment or discontinuation will be necessary in order to maintain the level of support and excellence of the remainder.

The policy is designed to describe the process and the basis for making the choices. It is recognized at the outset that there is no simple way to quantify the inherent value of a discipline. The criteria are intended to explore each program in terms of the university mission, student demand, program interrelationship, cost factors (productivity), and the impact of program curtailment or discontinuation. Based on the responses and subsequent to broad-based institutional discussions, judgments will be made. While prompted by fiscal constraints, it is clearly understood that university status dictates that some program judgments will represent educational objectives and values and resource allocations which mitigate comparison with cost and other factors of other programs. The continuing objective of the assessment process is to retain the appropriate balance among academic programs, research, enrichment activities, and public service. In sum, the changing environment requires a dynamic and timely response in order to maintain levels of excellence and to fulfill the mission of the university.

-Approved by the president
October 1, 2003
Policy for the Review of Academic Programs, Departments or Colleges for the Purpose of Possible Curtailment or Discontinuance

A. General Statement of Policy

This policy provides the process for evaluation that shall be followed for the review of academic programs, departments or colleges for the purpose of possible curtailment or discontinuance.

The process described in this policy should be conducted expeditiously by all participating, reviewing, recommending, and deciding bodies. Failure to comply with the time limits may cause a forfeiture of the right to comment, review or recommend. Time limits shall be calculated in calendar days.

B. Process for the Evaluation of Programs, Departments or Colleges

The following process shall be followed in evaluating academic programs, departments, or colleges for possible curtailment or discontinuance.

1. The affected unit's program director, chair, academic dean, or provost and vice president for academic affairs ("initiator") may initiate the action for possible curtailment or discontinuance. The initial recommendation, with the approval of the provost and vice president for academic affairs, if he/she is not the initiator, shall be in written form and provided simultaneously to the dean(s) of the affected unit(s), and the affected unit(s). The initial recommendation shall specify the facts precipitating the need for change, the proposed change and rationale and preliminary analysis of financial impact. This document shall also project the possible impact upon affected faculty, staff, and students; a revised human resource plan for these individuals; and the desired timetable for implementation.

2. The initiator shall consult closely with the administrators and faculty of the affected unit(s).

3. Upon receipt of the initial recommendation, and within forty-five (45) days, the dean(s) and the unit(s) to be affected, including the relevant college governance unit(s), shall, either jointly or separately, conduct an appropriate review of the program, department, or college, considering, among other things, the following criteria. The criteria need not be evenly weighted, nor should the list be considered exclusive.
   a. The relevancy and relationship of the program to the mission and objectives of the college and university.
   b. The overall quality of the affected unit presently and potentially.
   c. Cost and revenues associated with the affected unit.
   d. Student enrollment/productivity.
   e. The current and projected relationship to other programs, departments, or institutions.
   f. Distinctive and unique features in concept, design or implementation.
   g. Impact on women and minorities.
   h. Implications with respect to research.
   i. Placement and employment opportunities for students.
   j. Alternatives to curtailment, discontinuation, consolidation, or significant reorganization.

4. Within fifteen (15) days prior to the expiration of the time for review, the provost and vice president for academic affairs shall notify the chairs of the Senates that materials will be sent to them for action pursuant to this policy.

5. After review at the college level, the academic dean (including the college's governance unit(s)), and the affected unit will forward their recommendations, with all supporting documentation, within the time prescribed, simultaneously to the Faculty Senate, Student Senate and provost and vice president for academic affairs for review.

6. Within thirty (30) days of receipt of materials, the Faculty and Student Senates shall forward their recommendations to the provost and vice president for academic affairs.

7. The provost and vice president for academic affairs shall conduct an independent analysis of the initial recommendation (unless he/she initiated the process). Within fifteen (15) days of receipt of recommendations from the Senates, the provost and vice president for academic affairs shall review the recommendations of the dean(s), affected unit(s), Faculty Senate and Student Senate and make a recommendation of proposed action to the president.

8. Within fifteen (15) days of receipt of the provost and vice president for academic affairs' recommendations, the president shall review the recommendation of proposed action, consult any parties which are deemed appropriate, and make a final decision on whether or not the program, department or college shall be curtailed or discontinued.

January 2016
Upon completion of this review, the president shall make a recommendation on the matter to the Board of Visitors for action. After the Board has made its decision on the matter, the president shall inform all members of the university community in an appropriate manner.

C. To the greatest extent possible, the status quo shall be maintained within and with respect to the affected unit(s) until such time as a final decision has been reached by the Board of Visitors and it has directed the president to take action.

- Approved by the Board of Visitors
March 11, 1991
Guidelines for the Establishment of University Centers and Institutes

A proposed university center or institute should include one or more academic discipline areas which are to receive special emphasis by the institution because of their relevance to the overall mission and goals. Those who propose the establishment of a university center or institute should prepare, after preliminary discussion, a formal proposal and submit it through the appropriate academic and administrative channels. Establishment of a center or institute requires the written approval and commitment of the provost and vice president for academic affairs.

The proposal for the justification of a new university center or institute must specifically address the following areas:

1. How will the purposes and activities of the center or institute address an academic need and the mission of Old Dominion University? What are the expected specific outcomes of the center or institute?
2. What is the rationale for establishing a center or institute? Why does it need to be created in order to attain what specific goals and objectives?
3. What are the organizational and operational aspects of the proposed center or institute?
4. What are the cost and revenue projections for a five-year period of time, including space, library materials and services, equipment, personnel, and nonpersonal services?

- Approved by the vice president for academic affairs
October 16, 1984
Curricular Information

Definition of the Credit Hour

In accordance with Federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency reasonably approximating: A) Not less than one hour of faculty instruction (whether by classroom contact or by distance modes such as online podcasts) and a minimum of two hours of additional student work each week (such as reading or research) for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or B) At least an equivalent amount of work as required in item A of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

-Approved by the President
November 11, 2011
Policies and Procedures for Academic Degree Program Approval

The policies and procedures for program approval are established by the State Council of Higher Education for Virginia (SCHEV) as part of its effort "to promote the development and operation of an educationally and economically sound, vigorous, progressive, and coordinated system of higher education in the state of Virginia" (Code of Virginia). These policies and procedures are intended to provide a systematic process for planning and initiating new academic programs.

Details regarding program proposals and procedures for review are contained in the Curriculum Development and Change Policies and Procedures Manual which is available on the university's web site at www.odu.edu/ao/affairs/curric_manual_2007-08.pdf or from the vice provost.

-Approved by the provost and vice president for academic affairs
September 5, 2003
College and Department Curricular Recommendations

In order that appropriate faculty consideration be given to the instructional program, curricular matters that are to be considered at the university level, for example degree program proposals or recommendations concerning courses to meet university general education requirements, should be examined at the department and college levels by appropriate faculty groups and recommendations of these groups forwarded with the proposal for consideration by the Faculty Senate or the central administration.

- Approved by the president
  May 17, 1982
Policy on Certificate Programs

Old Dominion University offers a variety of certificate programs that meet the same high-quality standards as its academic degree programs, while addressing the specific needs of students and professionals. Certificates may be pursued in conjunction with or independent from graduate or undergraduate degree programs.

Certificate programs offered by Old Dominion University include the following:

Credit-Bearing Programs

Certificate programs: These programs are available for those seeking a formal award certifying completion of undergraduate- or graduate-level work in academic or occupational fields of study. Such certificates are ideal for individuals who wish to explore areas of professional interest or for those who need to fulfill accreditation requirements. Such programs generally include a minimum of nine credit hours and a maximum of 21 credit hours.

Certificate of Advanced Graduate Studies (CAGS): The curriculum in such programs is designed for those seeking a formal award certifying completion of study beyond the master’s level in an academic or occupational field of study. These programs are usually intended for professional licensure or professional development, and may be completed prior to or concurrent with doctoral studies, for those interested in such pursuits. The programs generally require a minimum of 24 credit hours.

The Curricular Change Approval Form must be completed for all new, revised, or discontinued credit-bearing certificate offerings, and submitted to appropriate parties for approval within six months of program initiation or discontinuance. Final approval of the Provost and Vice President for Academic Affairs is required.

Faculty in departments offering certificates will identify residency requirements for all prescribed coursework. The Office of the University Registrar confers certificates to those who have met requirements for these programs.

Non-Credit-Bearing Programs

Certificate programs: Non-credit certificates in specific fields may be offered and awarded by colleges at the University upon approval by the appropriate faculty and administrators. These programs are designed to provide continuing education experiences to individuals or groups, usually in a specific profession or vocation. Content in these offerings alone will not meet the requirements of credit-bearing coursework, unless otherwise specified.

The design of all non-credit certificates must follow University guidelines as established by the Office of Academic Affairs.

- Approved by the president
  October 17, 1978
  Revised May 21, 2014
Approval of Curricular Changes, New Courses and Course Changes

A. Curricular Changes

1. Significant curricular changes, such as creation of a major or minor, creation or deletion of emphasis areas, degree policies or changes that exceed the University’s minimum, or other substantial changes in curriculum will neither be effective nor implemented without the approval of the Provost and Vice President for Academic Affairs.
   a. Recommendations at the appropriate departmental, college, and University levels will precede the decision by the Provost and Vice President for Academic Affairs. This process includes department chairs, departmental and college governance committees related to curriculum, the dean of the academic college and the Faculty Senate (when applicable, such as for General Education requirements).
   b. In addition, all proposed changes in curriculum that rely upon the resources of another college or department will require consultation and agreement by the providing unit prior to approval by the Office of Academic Affairs.

2. All curricular changes will be fully documented and indicate all approvals. At a minimum, this documentation will include a full description of the change, rationale, resources needed if applicable, and implementation process, which will include a plan for notification of students and a timetable.

3. Approved changes will be effective with the publication of the next Catalog. Changes shall not normally be applied to students graduating under earlier Catalogs.

4. Changes may not be accepted during the Catalog preparation period. The deadline for the submission of any curricular changes that are intended to be effective the beginning of the following academic year should be December 1.

B. Credit-Bearing Courses

All requests for new credit-bearing courses or course changes must be submitted in the proper format to the Office of the Provost and Vice President for Academic Affairs after review and approval by the appropriate department and college committee, the department chair and the dean.

1. Changes in courses that are offered as service courses for majors in other departments should be discussed with the chairs of such departments prior to approval of the change. Proposed deactivation of courses that are offered as service courses for majors in other departments will require consultation and agreement by the affected department prior to approval by the Office of Academic Affairs.

2. Requests for changes in existing courses to be active for the next academic year should be submitted before November 1. Approved changes in existing courses will be effective with the publication of the next Catalog. Requests for new courses may be submitted at any time to be effective no sooner than the next semester.

3. The Office of Academic Affairs will identify courses not offered for five years and inform the affected department chair and dean that the courses will be deactivated. These courses will remain active only upon the request of the department chair and approval from the Office of Academic Affairs.

C. Noncredit Courses

1. All requests for new noncredit courses or course changes must be submitted in the proper format to the Office of the University Registrar after review and approval by the appropriate dean.

- Approved by the president
January 22, 1988
Revised August 4, 1996
Revised October 28, 2004
Revised April 9, 2007
Revised October 17, 2012
Policy On Accelerated Courses

This policy is based upon the following general principles:

A. The University serves an urban area and a variety of adult, in-service, and military personnel and is committed to providing flexible methods for the delivery of instruction and cannot be limited to the traditional semester format. Development of nontraditional methods of instruction is encouraged.

   1. The University provides and supports the traditional semester credit courses of 15 weeks of instruction during the fall and spring semesters, eight weeks of instruction during the fall and spring, and courses of varying lengths during the summer sessions. Accelerated courses are defined as credit courses provided in a shorter time frame and must meet the following guidelines.

B. Guidelines

   1. Accelerated courses should be clearly the academic equivalent of courses taken on the normal semester schedule.
      a. Traditional lecture courses require students to spend approximately two hours of preparation, research, or writing time outside of class for each one hour of class time.
      b. Laboratory courses usually require less out-of-class time, but the in-class time is greater, usually twice as many contact hours as would be expected in a lecture course.

   2. No more than one semester credit can be earned in a week or weekend of instruction if the entire work of the class is contained in that week or weekend.
      a. Under unusual circumstances, and only upon the approval of the Dean of the college, two hours of credit may be offered in a single week or weekend.
      b. The chair must provide the Dean with the proposed syllabus, a written evaluation of the proposed accelerated course comparison with the same or similar course that is conducted during the usual time-frame, and other evidence of its suitability for acceleration. Other evidence to be provided includes the following.
         1. The course is of a highly intensive nature and the students admitted to the course are carefully picked for ability to handle such an intensive program, or
         2. The course required graded work done prior to or subsequent to the week or weekend of classroom instruction so that the total amount of work required for the course is the clear equivalent of the same number of semester hours during a regular session.

   3. If any request is submitted for offering a course at a rate of more than two hours of credit per week or weekend of class sessions, prior approval of the Provost and Vice President for Academic Affairs is required. Such approval will only be given upon clear evidence that substantial work is required of the student outside of the week or weekend of classroom instruction and that the course is clearly equivalent to similar courses offered in the regular session.

   4. In cases of dispute, appeal may be made to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final.

- Approved by the Council of Academic Deans and the vice president for academic affairs
  June 21, 1977
- Approved by the President
  November 28, 2012
Bookstore Policy and Procedures

1. All texts and other books and materials required for classroom use in any college or academic division of the university will be ordered only through the Old Dominion University Bookstore.

2. The following textbook ordering procedure will be followed:
   a. The Old Dominion University Bookstore will provide appropriate forms for book adoptions to department chairs. The chairs will obtain information on textbooks and materials to be adopted from the faculty. All books and materials must be specified on the designated form and returned to the University Bookstore by the stated deadline.
   b. The forms must be completed giving information relative to estimated enrollments, author and title of book, publisher, edition and date of publication, department name, course number, section number, book class use status, instructor, whether it is anticipated the text will be adopted in subsequent semesters, whether hardback or softback, and ISBN number, if available. If there is to be no text adoption, this should be indicated and the form returned by the designated date.
   c. All book adoption forms must be sent by the faculty to their department chairs for their signature and forwarding to the Old Dominion University Bookstore.
   d. Desired deadline for adoption information varies by session:
      - Fall Semester - Two weeks prior to spring semester exam week
      - Spring Semester - Twelve weeks prior to the beginning of the spring semester
      - Summer Semester - Seven weeks prior to the beginning of the first summer session

3. Responsibility for enforcement of these procedures shall rest with the department chair and the dean. The manager of the bookstore will inform the dean of difficulties encountered with individual departmental orders.

4. Required books and materials shall be given first priority in both space and funds. The director of university stores shall order, as space and funds permit, a reasonable number of books or other materials which faculty wish to recommend for their classes but are not required.

5. In order to comply with the Freedom of Information Act (FOIA), one copy of all textbook orders should be submitted to the bookstore manager to be forwarded to the assistant vice president for auxiliary services.

- Approved by the executive vice president
  October, 1982
- Revision approved by the president
  March 1, 2001
Textbook Adoption Guidelines

Because of the increasing cost of textbooks, faculty members making textbook choices are encouraged to consider, where academically feasible, the initial cost of textbooks and possible savings to the students. Therefore:

1. Careful consideration should be given in the initial adoption of textbooks. It is recommended that texts for 100, 200, and 300 level courses, which are generally introductory in nature, be used for two years. Any changes during those two years should go through the department chair.

2. When edition or revision changes initiate text-change decisions, it is recommended that departmental faculty consult with the bookstore manager about the possibility of continuing with the old edition if the new edition does not offer substantive changes.

3. It is recommended that a common textbook or set of textbooks be adopted for multiple-section courses whenever possible.

4. Supplementary texts or reading materials should not be required unless they are used significantly in the course. Materials can be reserved in the library if small amounts of supplementary readings are required.

5. Except in unusual circumstances, textbooks used in sequential courses should not be changed after the first semester.

- Approved by the president
  September 1983
Resale of Sample Textbooks and Materials

In compliance with section 23-4.3.1 of the Code of Virginia, an employee of Old Dominion University may receive sample textbook copies, instructor's copies or instructional material but these textbooks and materials are not to be sold.

- Approved by the president
  May 29, 2009
Accommodations for Individuals with Disabilities
(University Policies and Procedures, #5406)

The policy can be found at the following link:
http://www.odu.edu/ao/polnproc/pdfs/5406.pdf
Accommodation of Students with Disabilities
(University Policies and Procedures, #4500)

The policy can be found at the following link:
http://www.odu.edu/ao/polnproc/pdfs/4500.pdf
Honorary Degrees: Criteria and Procedures
(Board of Visitors Policy, #1233)

A. Purpose
Honorary degrees are awarded to bring national recognition to the University; recognize outstanding contributions to society through scholarship, artistic production, or humanitarianism; and recognize major contributions in areas relevant to the mission of the University through significant research or a career of dedicated service. Honorary degrees may be awarded at the University's commencements.

B. Eligibility for Consideration
Since the recipients of honorary degrees will be forever associated with the University they must therefore be of sufficient stature and character so as to honor the University by receiving an honorary degree from it. Examples of such persons might be: prominent graduates, important business leaders, outstanding professional persons, leaders in public affairs, statesmen, prominent educators, outstanding humanitarians, and persons distinguished in the arts, sciences, and the humanities.

1. There should be clear demonstration why these individuals should be recognized by Old Dominion University. In addition, the individuals considered should be recognized for their contributions to society.
2. People who are not eligible for honorary degrees include members of the Board of Visitors and present employees of the University; emeriti faculty and former members of the board should only be considered for honorary degrees on an exceptional basis. Current and former benefactors of the University should be excluded unless they clearly meet the other criteria for being included for degree consideration. There should be no suggestion that an individual is being awarded an honorary degree because of his or her past or possible future financial contributions to the University.

C. Selection Process
1. The Honorary Degree Committee will be comprised of: four faculty members selected by the Faculty Senate, two students selected by the Student Senate, one member of the Alumni Association selected by the Alumni Association, one member of the Board of Visitors appointed by the Rector, and one administrator appointed by the President.
   a. The President will designate the coordinator of the committee.
   b. The names of committee members will be submitted to the President by the selection body by June 1.
2. The committee will publicize the criteria and guidelines for making nominations. Nominations will be invited from all constituencies at the University, including the Board of Visitors.
3. The committee will submit a list of nominations recommended for honorary degrees to the President. The President will submit to the Board of Visitors for approval the names of the President's nominee(s), if any, from the list and recommend the appropriate degree(s) to be awarded.

D. Schedule and Procedure
1. The committee members are appointed and notified of the appointment by the President.
2. The Honorary Degree Committee will be appointed and prepared to begin work by September 1.
3. The President will submit the names of the nominees to the Board of Visitors for approval. The recipients approved by the Board of Visitors may be awarded their honorary degrees at one of the University's commencements. After approval by the Board of Visitors, the President shall contact the approved recipients concerning acceptance and conferral of the honorary degree.

E. Honorary Degree Types
Among the appropriate honorary degrees to be awarded are:
- Doctor of Fine Arts (D.F.A.)
- Doctor of Humane Letters (L.H.D.)
- Doctor of Letters (Litt.D.)
- Doctor of Music (Mus.D.)
- Doctor of Science (Sc.D.)
Closure of the University Due to Inclement Weather and Emergencies
(University Policy, #1020)

The policy can be found at the following link:
https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1020.pdf
IV. RESEARCH POLICIES

University Research Administration

Sponsored programs agreements and funding will be accepted and administered through the Old Dominion University Research Foundation or, under certain circumstances and with the approval of the vice president for research, through Old Dominion University.

The terms and conditions by which grants and contracts will be accepted and administered by the Old Dominion University Research Foundation are agreed to by the Board of Visitors, the president of the university through a designee, the vice president for research, and by the Board of Trustees of the Old Dominion University Research Foundation through their designee, the executive director.

Conditions of acceptance of grants and contracts by the Research Foundation are as follows:

1. The commitment of the university for each grant or contract shall be the responsibility of the vice president for research and the executive director of the foundation.
2. Members of the faculty and other employees and students of the university, as well as visitors and residents of the university, will participate in a project only with the approval of, and on terms and conditions satisfactory to, the vice president for research and the executive director of the foundation.
3. The supervisor(s) of each project shall submit reports as required by the sponsors through, or at the direction of, the respective department chair to the executive director of the foundation or designated foundation staff.
4. The university shall cause all discoveries, improvements, inventions, and copyright materials resulting from a project to be assigned to the foundation by the person(s) making such discovery, improvement, invention, or copyright.
5. Upon termination of each project, all notes, records, and data resulting from, or collected in the course of, the project shall belong to, and shall be delivered if so requested to, the foundation although the university may, if it desires, retain a copy of any or all such documents.

Regarding each accepted sponsored program agreement, the foundation will do the following:

1. Pay monthly to the university the relevant salaries and wages reimbursable under the terms and conditions of each grant or contract.
2. Procure and provide to the university all materials, supplies, apparatus, equipment, and other items as stipulated in the contractual agreement, with the exception that the university may itself make such purchases providing that approval of the executive director of the foundation is obtained prior to each and every such purchase. If the university elects to purchase, as herein outlined, the foundation will reimburse the university for such cost upon presentation of proof of purchase.
3. Maintain and provide administrative support services related to activities such as agency reporting, travel, and human resources associated with the sponsored program.

The university will incur no other obligations or expense, other than as stipulated in the approved budget of the grant or contract, without the written approval of the vice president for research. All apparatus and equipment procured for a project by or at the expense of the foundation, except that which, pursuant to the foundation's contract with the sponsor, is the property of the sponsor, will at the termination of the project become the property of the Old Dominion University Research Foundation.

In special cases, at the discretion of the vice president for research, some grants and contracts may be accepted through the Old Dominion University Office of Administration and Finance. Examples of grants and contracts which may be accepted through the Office of Administration and Finance include those in which the agency requires, with accompanying documentation, that the university accept and/or administer the award and those in which the Research Foundation is ineligible to receive the award by virtue of its corporate status. Whenever possible, administration of the award will be achieved through the Research Foundation. In the event that administration is also constrained to the university, the Office of Administration and Finance will manage the award. This will be viewed as an exception to normal procedure for grants.
management and will require consultation between the vice president for research and the vice president for administration and finance, or their appointed staff.

Conditions of acceptance of grants and contracts by Old Dominion University through its designee, the vice president for research, are as follows:

1. The commitment of the university for each grant or contract shall be determined through consultation between the PI and the vice president for research, which should begin no later than 30 days prior to the proposal submission deadline. One of the conditions of acceptance is the identification of project dates prior to establishing an account to support project activities.

2. Faculty and other employees and students of the university, as well as visitors and residents of the university, will participate in a project only with the approval of, and on the terms and conditions satisfactory to, the vice president for research.

3. The supervisor(s) of each project shall submit reports as required by sponsors through, or at the direction of, the respective department chair to the administrative office charged with management of the sponsored program.

4. The university shall cause all discoveries resulting from a project to be assigned to the university or the Research Foundation by the person(s) making such discovery, improvement, invention, or copyright.

5. Upon termination of each project, all notes, records and data resulting from, or collected in the course of, the project shall belong to, and shall be delivered if so requested to, the vice president for research or his/her designee.

-Approved by the president
October 1, 2003
Revised July 17, 2006
Facilities and Administration Cost Recovery

Statement

Facilities and Administration (F&A) costs, also called overhead or indirect costs, are real costs which are expended by the University in the provision of space, equipment, utilities, personnel, and other services in order to meet its responsibilities in the fulfillment of its mission. Whenever research and other services are provided for outside sponsors, an appropriate charge shall be made no offset these F&A costs. Accordingly, it is the policy of the University that funds provided by outside sponsors will include a recovery of F&A costs.

Projects that provide funding for such things as equipment, instructional support, faculty and student support, capital and facilities grants and training grants may not permit full recovery of F&A costs. In such instances, allowable F&A costs are to be charged according to published guidelines.

Schedule of Facilities and Administrative Costs

F&A costs shall be charged in accordance with the F&A rate agreement between the Federal cognizant agency, currently the Office of Naval Research, Old Dominion University and Old Dominion University Research Foundation.

Certain sponsors may not provide for the payment of full F&A costs. In those instances, F&A cost recovery may be waived in whole or in part, provided that the published literature of the sponsoring organization states that F&A costs are limited to a certain rate or are not allowed and further provided that the project will provide essential support of the mission of the University. Where the full F&A rate would otherwise be permitted, recommendation for waiver shall be made by the department chair, with the approval of the dean of the College, and the determination shall be made by the Vice President for Research. Such waivers may take the form of recovering F&A from the sponsor and collecting equivalent amounts from the department, College and Office of the Vice President for Research for project-related uses.

In the event a project is supported by an industrial or commercial firm for the product testing and/or development, F&A costs shall be charged at a rate not less than that provided for in the University and Research Foundation's Federal rate agreement.

In the event industrial or commercial firms provide funds for support of projects and impose no restriction on the conduct of the projects, and further do not require reports, such funds shall be treated in the same manner as are other gifts to the University, but shall be reported to the Office of the Vice President for Research for inclusion in reports of University research funding.

Only under unusual circumstances will the University, at the discretion of the Vice President for Research, waive its rights to the data or patents developed under a grant or contract. When an outside commercial or industrial firm shall request rights in data to the exclusion of the University or the Research Foundation and/or shall claim full rights to patents developed under such a project, a fee shall be charged at a rate of not less than 200 percent of the total direct costs, plus not less than 125 percent of any patent expenses incurred (or to be incurred) by the University or the Research Foundation. Any modification of the above terms will be at the sole discretion of the Vice President for Research.

In the event that patent rights or rights in data developed under a grant or contract are retained by the sponsor, the amount of the F&A costs recovered that exceeds the published F&A cost rate for a campus shall be considered to be royalty income and be distributed in the manner described by the Policy on Intellectual Property. This royalty income shall not become available for distribution until the fiscal year in which the grant or contract terminates. Subject to the approval of the immediate supervisor, it shall be the responsibility of the principal investigator to determine the division of the inventor's share of royalties among those participating in the project.

-Approved by the President
December 1, 1988
Revised May 14, 2004
Revised February 20, 2009
Policy on Intellectual Property

PREAMBLE

Old Dominion University's support of the research efforts of its employees creates an intellectual environment that fosters the commercial development of new discoveries and creations which may be enhanced by patents and copyrights. As a state-supported institution of higher education, Old Dominion University has the responsibility of ensuring that these discoveries and creations are protected in the best interests of our researchers, creators, the University, and the public, in compliance with the laws of the Commonwealth of Virginia. At the same time, Old Dominion University recognizes the importance of its commitment to the principles of academic freedom and the tradition of free and open discussion of research and scholarly investigation. For the reasons specified in this preamble, the Old Dominion University Intellectual Property policy was written.¹

I. PURPOSES

The purposes of this policy are to encourage research and scholarship by protecting the interests of creators and the University in Intellectual Property; to define the responsibilities, rights and privileges of Old Dominion University, and those individuals covered under this policy; and to provide basic guidelines for the administration of all matters related to Intellectual Property in which the University has a proprietary interest in accordance with the policy guidelines developed by the State Council of Higher Education in Virginia (SCHEV) and as required by state law and provide for the distribution of royalties as described herein.

II. DEFINITIONS

A. Copyrighted Work - An original work of authorship fixed in any tangible medium of expression, including but not limited to literary, musical, dramatic and pictorial materials, sound and visual recordings, computer software programs, and transcripts, published or unpublished, and which property rights are protected by common law and federal copyright law, as further defined by Title 17 of the U.S. Code.

B. Creator - Either an inventor in the context of an invention, or an author in the context of a copyrighted work.

C. Disclosure - A report of a development, invention or creation of an original work of authorship.

D. Invention - A new, useful and non-obvious discovery, process, composition of matter, article of manufacture, design, mask-work, model, technological development, biological or plant material, strain, variety, culture or portion, modification, improvement, translation, or extension of these items.

E. Intellectual Property - An Invention, Know-how, Mark, or Copyrighted Work of authorship developed by anyone covered under this policy.

F. Development Expenses - all reasonable expenses incurred by the University for goods and services to administer, protect, develop, and/or enhance the marketability or other aspect of an Intellectual Property, including, but not limited to, patent expenses, protection or litigation of Intellectual Property rights, marketing expenses, consulting fees, expenses incurred in dealing with equity interests.

G. Gross Revenue - proceeds actually received by the University from the license, sale, transfer, or other conveyance of an Intellectual Property, including license fees, running royalties, and equity interests paid to the University for such Intellectual Property, except that such equity interests, or portion thereof, shall not be considered ‘gross revenue’ unless and until the equity interests, or portion thereof, are sold by the University.

H. Net Revenues - Gross Revenue less all incurred or accrued Development Expenses and holdbacks for any known contingent liabilities.

I. Patent Management Agent - Any organization which specializes in review of inventions, patent administration and commercialization of intellectual property.

J. Sponsored Research - Research performed under the support of, and compensated by, a sponsoring agency.

K. Significant Use of University Facilities or Equipment - The use of facilities or equipment owned by or under the control of the University of a reasonable value, as defined by the State Council of Higher Education for Virginia's guidelines for the development of patent and copyright policies and procedures by state-supported institutions for higher education.

L. University - Old Dominion University, its Board of Visitors, and any and all sub-agencies of the University.

M. University Designated Research Officer - The vice president for research or his/her designee will serve as the University's authorized agent for matters regarding the application of this policy.

¹This policy may be amended, from time to time, upon recommendation to the chair of the University Intellectual Property Policy Committee, subject to approval by the president of Old Dominion University.
N. **University Research** - Research and allied activities which are directly related to the normally expected or assigned duties and responsibilities of University employees.

O. **Work Made for Hire** - A creation or original work of authorship created by a University employee within the scope of his or her employment, or specified by agreement and as further defined by Sec 101 US Copyright Act.

P. **Assigned Duty** - Intellectual Property created by an author or inventor where the University has specifically directed the author or inventor to develop/produce the Intellectual Property.

Q. **Proprietary Interest** - Rights held by the owner of Intellectual Property, that have not been waived or otherwise assigned by a separate written agreement.

III. **APPLICABILITY**

This policy applies to all University employees and students who receive compensation through sponsored research tuition/fee waivers, scholarships, assistantships, or other financial arrangements and to other individuals who make significant use of University facilities owned or otherwise made available by the University, as described in VA CODE § 23-4.3.

IV. **OWNERSHIP**

A. **Inventions**

An Invention developed by any person to whom this policy is applicable as defined in Section III above shall be the property of the University if the development or invention is a product of University or sponsored research or assigned duty or was developed with the significant use of University facilities, equipment, or funds, or employee time. Nothing contained in this policy shall be construed as prohibiting the University's acceptance of an agreement which requires a different disposition of patents or patent rights than the disposition created hereunder. In the absence of terms in an agreement governing the disposition of patents, or patent rights, this policy shall apply. Absent a written agreement to the contrary, inventions by non-employees, including but not limited to visiting faculty and volunteers, shall be subject to this policy when significant use is made of the University's facilities or equipment pursuant to Section III above.

**Release of Rights to the Inventor** - If the University elects not to file a patent application for an invention in which it has a proprietary interest, rights to the invention may be released to the inventor who may file for a patent subject only to restrictions which may be imposed by prior agreement.

B. **Original Works of Authorship**

The University exercises its ownership rights as an employer under the concept of work-for-hire or when the materials subject to copyright, represent work performed by an employee under the direction of, or assignment by, the University. In the case of a work made for hire, the work belongs to the University as the employer of the author, and the University will be considered the author for purposes of copyright. Ownership of copyrights concerning works developed in the course of a written agreement shall be determined in accordance with the agreement.

1. **Books, journal articles, papers and similar works.** Subject to Section VI, and the University's rights as further defined herein the University hereby transfers to the author(s) its copyrights in such original works as papers, books, articles, musical, pictorial and similar works created by its employees when such works are not expressly made pursuant to an assigned duty. The protection and maintenance of such copyrights shall be the sole responsibility of the author(s). The University retains exclusive ownership of the rights in the Inventions incorporated in such original works, pursuant to section IV.A above and the rights to utilize such papers and articles for purposes of commercializing the Inventions inherent in such original works.

2. **All other original works of authorship.** For all other original works of authorship, including but not limited to lecture/instructional materials, computer software and all associated programmer and/or user manuals and other documentation, related to the employee's teaching or research responsibilities, collectively 'Other Works' the University herewith gives the author(s), (subject to the rights of the other co-authors) of the copyrighted material, in which the University has a proprietary interest, a non-exclusive, non-transferable, royalty free license to make and distribute copies, to perform or display the work publicly, or to make derivative works for any non-commercial or teaching purposes, without the right to grant sublicenses. This non-exclusive license continues in force when the employee leaves the University and personally teaches a course assigned by another educational institution. The employee acknowledges and agrees that he/she has the following material obligations: (a) to notify any and all of his/her subsequent employers (and/or academic or business partners or joint-venturers) of the University's ownership of the copyrights in the Other Works; and (b) to give the University reasonable notice prior to making any commercial use of any Other Work or any invention or work of authorship that the employee, whether alone or in conjunction with
others, creates or derives from any Other Work. The protection and maintenance of copyrights in such works will be at the sole discretion of the University.

3. **University's rights in such copyrighted material.** Except for works created under a specific written agreement, the University will give credit to the author on any copies and derivative works. Prior to using the author’s name on any derivative works the University will seek the author’s prior approval. Such approval may not be unreasonably withheld by the author. In the case of any disputes such disputes will be resolved pursuant to Section X of this policy.

Notwithstanding the above, all rights in copyrightable material, including but not limited to instructional materials, produced through the facilities of Academic Technology Services will be governed by a separate written agreement. Nothing contained in this policy shall be construed as prohibiting the University’s acceptance of an agreement which requires a different disposition of copyrights in which the University has a proprietary interest.

**Release of Rights to the Author** - If the University does not wish to exploit copyrighted works in which it has a proprietary interest, it may at its option convey the copyrights to the original author.

V. **ADMINISTRATION**

A. **University Patent and Copyright Committee**

The University Patent and Copyright Committee shall be appointed by the president of Old Dominion University. The committee shall consist of no more than eleven (11) members, a majority of which will consist of full-time faculty members, each from a different University department or school, with representation from all colleges, and one faculty member who shall serve as committee chair. Members shall be appointed by the president of the University to serve staggered three (3) year terms. The University's designated research officer or his/her designee and the general counsel shall serve as ex-officio members.

The University Patent and Copyright Committee shall have the following responsibilities:

1. Recommend to the president any amendments to the policy;
2. Review disputes involving University-owned intellectual property and make recommendations to the president concerning their resolutions;
3. Provide guidance and assistance to the University designated research officer in matters involving University-owned patents and copyrights.
4. Perform such other responsibilities as the president of the University may assign.

B. **University Designated Research Officer**

The University designated research officer shall be the vice president for research and shall have the following responsibilities:

1. Assure compliance with patent and copyright provisions of University and sponsored research grants and contracts;
2. Establish and distribute procedures for the reporting of intellectual properties in which the University has a proprietary interest;
3. Perform initial reviews of the disclosures submitted to the University to determine the subsequent rights thereto;
4. Manage the evaluation, protection, marketing and commercialization of University Intellectual Property, that in his/her judgment is worth pursuing, through internal\(^2\) and/or external resources including but not limited to patent management agents, consultants and lawyers;
5. Insure that required agreements regarding the administration of intellectual property in which the University has a proprietary interest, and consequent rights of all parties concerned, are properly executed;
6. Assist in increasing patent awareness among faculty and staff;
7. Provide annual reports of intellectual property in which the University has a proprietary interest to SCHEV in accordance with state law; and
8. Perform such other responsibilities as required to comply with state law with regard to University intellectual properties and this policy.

VI. **NOTIFICATION**

Those inventors and authors subject to the provisions of this policy shall report their inventions and original works of authorship in which the University has a proprietary interest to the University designated research officer. Disclosure must be complete and reasonably in advance of any public disclosure to allow the University or Funder to protect any Intellectual Property that needs protection. The University may not suppress nor unduly delay the publication, without

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\(^2\)Old Dominion University Research Foundation
the consent of the authors. Where necessary the University may take custody of the original copies of scientific data and/or research records.

VII. PROTECTION AND COMMERCIALIZATION

A. Inventions

1. The University, at its discretion, through the University designated research officer, may submit any disclosure of a new development or invention in which it has a proprietary interest to a patent management agent for a determination of patentability and commercialization. The University may also direct negotiations, through the University designated research officer, with profit, non-profit, or governmental entities desiring to utilize and/or further develop and market an invention in which the University has a proprietary interest.

2. An invention which is the sole property of the inventor normally will not be accepted by the University for review or administration. The inventor, however, may request that the University designated research officer review his or her invention for patentability, in which case, the inventor must assign the rights to his or her invention to the University.

B. Original Works of Authorship

The University requires employees to affix a copyright notice on any original works of authorship which they have developed and in which the University has a proprietary interest. The copyright notice should be affixed to the work in the form of a small 'c' in a circle, or the word 'Copyright,' the year of publication, and the name of the University.

VIII. REVENUE DISTRIBUTION

Where the University has a vested interest in a patent or copyright, the inventor(s) or author(s) and the University will share in any Net Revenues received by or on behalf of the University.

Except as provided for in a prior written agreement, the distribution of Net Revenues shall be as follows:

Inventor/Author - 50%
University - 50%

In the absence of a written revenue distribution agreement between the inventors/authors the University will distribute such net revenue equally between the Inventors/Authors.

IX. TRANSFER OF INTELLECTUAL PROPERTY

Except when the governor's prior written approval is required, the University's governing board may transfer ownership of any intellectual property in which it claims an interest.

The governor's prior written approval is required for transfers of title to patents and copyrights that were:

A. developed wholly or significantly through the use of state general funds, by an employee of the University acting within the scope of his or her assigned duties; or

B. developed wholly or significantly through the use of state general funds, and are to be transferred to an entity other than the following:

• The Innovative Technology Authority; or
• an entity whose purpose is to manage intellectual properties on behalf of nonprofit institutions; or
• an entity whose purpose is to benefit the transferring institution.

When prior written approval is required, the University should send a description of the intellectual property and the proposed transaction to the State Council of Higher Education for Virginia. Within thirty (30) days, the Council will recommend action to the governor, including any conditions the Council thinks should be attached to the proposed transfer. The governor also may attach conditions to the transfer.

It should be noted that the governor's approval is not required for the granting of a license to use an intellectual property, but only when the actual title is to be transferred.

X. DISPUTE RESOLUTION AND RIGHT TO APPEAL

Individuals covered by this policy shall have the right to appeal the application of this policy regarding ownership, equity, classification, sharing of revenues, disposition, management, or exploitation of any patent or copyright, or any procedure relating thereto, to the University Patent and Copyright Committee. A written request for appeal must be made to the Chair of the University Patent and Copyright Committee and a copy of the appeal forwarded to the University designated research officer. The request must contain a statement of the specific nature of the appeal, the grounds upon which the appeal is based, and a summary of the facts supporting the applicant's position, and any material the applicant believes is relevant.
- Approved by the Board of Visitors
  June 20, 1991
(Supersedes the Copyright Policy and Patent Policy approved April 10, 1975)
Revised September 14, 2000
Revised April 8, 2010
(Supersedes the Patent and Copyright Policy approved June 20, 1991 and revised September 14, 2000)
Visiting Scholar/Volunteer Policy

The University's ownership interest in intellectual property and confidentiality in research conducted by the University must be protected. Volunteers and Visiting Scholars are permitted wide access to research and provide substantial advancement in many instances. The assistance, while valuable, must not compromise the ownership of the intellectual property or the confidential nature of the projects. All Volunteers/Visiting Scholars granted access to research projects at the University shall execute an approved agreement. A Visiting Scholar is an individual who is employed by another institution and is present at the University either as a result of a Memorandum of Understanding with another institution or at the institution's direction. A Volunteer is an individual who has agreed to assist the University without compensation in a research or academic undertaking.

The following procedures shall be followed:

1. Each unit of the University shall be responsible for identifying all Visiting Scholars and Volunteers involved in the development or improvement of intellectual property.
2. Once a Visiting Scholar or Volunteer is identified, the unit must have the Visiting Scholar or Volunteer sign the sample agreement, which is available from the Office of Research.
3. The unit shall maintain a copy of the agreement and the original shall be sent to the Office of the Vice President for Research where the documents are to be maintained.
4. No Volunteer or Visiting Scholar shall be permitted to begin work until an agreement has been executed.
5. The Office of Research shall monitor the implementation of the policy and provide training to affected units.

- Approved by the president
  May 13, 2010
Sponsored Research Guidelines

Old Dominion University recognizes the importance of sponsored research in the academic development of the faculty and in the training of graduate students. Although research benefiting the region is given particular emphasis, the university supports the right of, and encourages, faculty members to engage in any sponsored research, so long as that research does not compromise the educational objectives established by the departments, colleges, and institution.

The university's principal research officer is the vice president for research. This person has been designated by the president of the university as the official signatory for the university for all research and sponsored programs. The executive director of the Old Dominion University Research Foundation has the responsibility for submitting and accepting grants and contracts, and establishing and enforcing administrative procedures necessary to assure compliance with regulations of funding agencies for operation of sponsored projects. The executive director is responsible, subject to the Board of Trustees of the Research Foundation, for the direct administration of, and immediate executive authority with respect to, the conduct of the business and affairs of the foundation.

The Old Dominion University Research Foundation is the grantee for projects under its purview, but responsibility for technical direction of the project is vested solely in the principal investigator.

Since the guidelines are intended to facilitate the research endeavors of the faculty while protecting the interests of both the faculty and the institution, exceptions to the procedures should be rare and must be with the written approval of the vice president for research.

Guidelines

University policies relating to sponsored research are based on the following guidelines:

1. Sponsored research to be undertaken must support the instructional and research objectives established by the department(s) and college(s) in which the research is to be conducted. Each proposal is reviewed, weighing cost against benefit, to determine its appropriateness by the chair(s), the dean(s), and the vice president for research.
2. Sponsored research normally is not accepted when the terms and conditions contain restrictions that prevent disclosure of the sponsor or the existence of the contract or adequate review of suitability to the academic program of the university.
3. In cooperation with the principal investigator and his/her department and college, the university exerts every effort to minimize publication restrictions imposed by accepted research contracts.
4. Except under special circumstances, all research grants and contracts are submitted through, and administered by, the Old Dominion University Research Foundation.
5. Sponsored programs that require matching funds by the university (i.e., equipment) or projects that involve the transfer of Commonwealth funds from a state agency to the university will normally be submitted by the university and fiscally administered by the Office of Finance.
6. If tenure-accruing faculty positions are to be funded from grant or contract funds, this practice is an exception to usual policy of the university and requires the review and approval of the provost and vice president for academic affairs with a written understanding of how the position would be backed up should the external funding be disrupted.

Procedures

Preliminary discussions between faculty members and potential sponsors are encouraged and often precede the preparation of a formal proposal. The vice president for research and his or her staff are available for discussion at any stage in the preparation of proposals. Formal procedures are based on the following guidelines:

1. A faculty member interested in submitting a proposal should consult with the department chair and dean to determine whether or not the proposed project is desirable with respect to the goals of the department and college. In addition, the faculty member should consult with the vice president for research and his or her staff on application and proposal development guidelines. The Research Foundation should also be contacted for information and assistance in proposal budget preparation.

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1Research performed by faculty members that is supported by nonCommonwealth funds
2. The faculty member then submits a proposal to the vice president for research for administrative review and any necessary modifications in light of specific requirements of the university and the proposed sponsor. The proposal is then typed and prepared for submission by the Research Foundation; the proposed project director is responsible for obtaining signatures of the department chair and the dean on the final copy. Proposals must be submitted to the Research Foundation for production not less than five working days preceding the project deadline, and be accompanied by a signed proposal.

3. In the event that a proposal is disapproved for submission, the proposing faculty member may appeal the decision to the provost and vice president for academic affairs for reconsideration and decision. The decision of the provost and vice president for academic affairs is final.

4. If the proposed project involves special requirements (i.e., human subjects, radioactive materials, biohazardous materials, or animals), the principal investigator is responsible for notifying the appropriate review board and providing all required justification for university and sponsor approval.

5. All financial reports and statements, property and equipment reports, inventions reports, interim and final technical reports, and closeout reports are submitted through the Research Foundation, where copies are retained on file in accordance with grant or contract requirements.

-Approved by the president

October 1, 2003
Research Conflict of Interests

(University Policy, #5201)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/5000/univ-5201.pdf
Research and Scholarly Digital Data Management Policy
(University Policy, #5350)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/5000/univ-5350.pdf
Review of Research Proposals

Statement: Principal investigators, department chairs and college deans are responsible for ensuring that proposals are complete when they arrive at the Research Foundation or Office of Research for signature. To be complete a proposal narrative and all required forms should be in final form and accompanied by a completed and signed Proposal Transmittal Form that contains:

1. A named source and associated signature of approval for any proposed matching funds and/or cost-sharing;
2. Any required signatures from the Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee, and/or Institutional Biosafety Committee as relevant based on the subject area and activities proposed;
3. An abstract describing the project;
4. Signatures of the appropriate chair(s) and dean(s) assuring the merit and quality of the proposal as well as assurance that the project can be carried out should an award be made;
5. Explicit allocations of credit for portions of the project when multiple investigators are collaborating.

For electronic submission, the principal investigator will be expected to upload the proposal narrative and required forms and documents into electronic submission mechanism with the exception of the budget and/or other documents that are within the purview of the authorized institutional administrator/official or the Research Foundation staff. A completed proposal transmittal form is required for electronic submissions as well as those in hardcopy form. The Research Foundation is not authorized to submit proposals to the sponsor unless they are complete.

- Approved by the president
  December 1, 1988
  Revised July 17, 2006
I. Introduction
   A. General Policy
      It is the responsibility of every member of the Old Dominion University community to ensure integrity in scientific research and scholarly activity. Research misconduct injures the reputation of the university and restricts its ability to compete for external research support. Old Dominion University is dedicated to intellectual integrity and requires the same commitment from all of its faculty, staff, students, and research contributors. Hereafter, “research” connotes any type of scientific research or other scholarly activity and “misconduct” connotes misconduct in scientific research or in other scholarly activity.

      The U.S. Public Health Service (PHS) and the National Science Foundation (NSF) regulate the management of research misconduct in programs they fund. These agencies require notification upon the discovery of misconduct. The regulations also provide guidelines for protecting the reputations and privacy of both the accuser and the accused. The Old Dominion University policy seeks compliance with these regulations. With the exception of reporting requirements, this policy applies also to research funded by sources other than the PHS and the NSF and to unfunded research.

   B. Scope
      This policy and the associated procedures apply to all individuals engaged in scientific research or other scholarly activity at Old Dominion University. Special notes identify procedures that are particular to PHS- and NSF-funded research. This policy applies to any person paid by, under the control of, or affiliated with Old Dominion University, such as faculty, trainees, technicians and other staff members, students, fellows, guest researchers, or collaborators.

      The policy and associated procedures will normally be followed when an allegation of possible misconduct is received by an institutional official. A summary of the procedures and associated timelines for completion is found in the Appendix.

II. Definitions
   A. Allegation means any written statement of possible misconduct made to an institutional official, either to the dean of the affected college or to the Research Integrity Officer (‘RIO’).
   B. Complainant means a person who makes an allegation of misconduct in scientific research or other scholarly activity.
   C. Confidentiality means a state or quality of being confidential. It connotes the entrustment with secret affairs or purpose and a shared intent to operate secretly. In many cases of research misconduct, confidentiality is a legal requirement. Each member involved in the process bears the duty of protecting the privacy of both the Complainant and the Respondent; a member who breaches this duty may be subject to discipline.
   D. Conflict of Interest means the real or apparent interference of one person's interests with the interests of another person, where potential bias may occur due to prior existing personal or professional relationships.
   E. Day means calendar day.
   F. Deciding Official (“DO”) means the university official who makes final determinations on allegations of misconduct and any responsive institutional actions. The DO will normally be the Provost and Vice President for Academic Affairs. For this reason, he or she cannot serve as the RIO. If the provost and vice president for academic affairs has had direct, prior involvement in the research, inquiry, investigation, or allegation assessment, he or she will be required to recuse him or herself and the president will appoint an alternate DO.
   G. Good Faith Allegation means an allegation made with the honest belief that misconduct may have occurred. An allegation is not in good faith if it is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.
H. Inquiry means gathering information and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
I. Investigation means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred, and, if so, to determine the responsible person and the seriousness of the misconduct.
J. Old Dominion University defines Misconduct in Scientific Research and Other Scholarly Activity as:
1. Fabrication, Falsification, Plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations of results or judgments in the collection of data.
2. The Retaliation against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith. (In such cases, agency notification is limited to the NSF.)
3. Any form of Attribution of another's work as the Respondent's own work.
The ODU definition is based on how research misconduct is defined in the regulations promulgated by the National Science Foundation and Public Health Service.
K. NSF means the National Science Foundation.
L. NSF Regulation means the National Science Foundation regulation establishing standards for institutional inquiries and investigations into allegations of scientific misconduct, which is set forth at 45 C.F.R. Part 689, entitled 'Misconduct in Science and Engineering.'
M. ORI means the Office of Research Integrity, the office within the Department of Health and Human Services (DHHS) that is responsible for the scientific misconduct and research integrity activities of the U.S. Public Health Service.
N. PHS means the U. S. Public Health Service, an operating component of the DHHS.
O. PHS Regulation means the Public Health Service regulation establishing standards for institutional inquiries and investigations into allegations of scientific misconduct, which is set forth at 42 C.F.R. Part 50, Subpart A, entitled 'Responsibility of PHS Awardee and Applicant Institutions for Dealing With and Reporting Possible Misconduct in Science.'
P. PHS or NSF Support means PHS or NSF grants, contracts, or cooperative agreements or applications therefore.
Q. Preponderance of the Evidence means that the evidence shows that it is more likely than not that the Respondent committed misconduct in scientific research or scholarly activity.
R. Research Integrity Officer “RIO” means the institutional official responsible for assessing allegations of misconduct and investigations, for determining when such allegations warrant inquiries, and for overseeing inquiries and investigations.
S. Research Record means any data, document, computer file, computer diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted, or reported research that constitutes the subject of an allegation of misconduct. A research record includes, but is not limited to: grant or contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; exhibitions, productions, or displays; correspondence; videos; photographs; X-ray film; slides; biological materials; audio-tape recordings; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.
T. Respondent means the person against whom an allegation of misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one Respondent in any inquiry or investigation.
U. Retaliation means any action that adversely affects the employment or other institutional status of an individual that is taken by an institution or an employee because the individual has in good faith made an allegation of misconduct or of inadequate institutional response thereto or has cooperated in good faith with an investigation of such allegation.
V. Sequester means to separate or isolate documents or material from the individual concerned and into the custody of a disinterested institutional official designated by the RIO, such as the general counsel, who can provide confidential and secure storage.

III. Rights and Responsibilities
A. Research Integrity Officer
The president will appoint the RIO, who will have primary responsibility for implementation of the procedures set forth in this document. The RIO will be an institutional official who is well qualified to handle the procedural requirements involved and is sensitive to the varied demands made on those who conduct research, those who are accused of misconduct, and those who report apparent misconduct in good faith. In general, the provost and
vice president for academic affairs, general counsel, and vice president for research are unavailable for service as the RIO.

The RIO will appoint the inquiry and investigation committees and ensure that necessary and appropriate expertise is secured to carry out a thorough and authoritative evaluation of the relevant evidence in an investigation. The RIO will ensure that confidentiality is maintained.

The RIO will assist the inquiry and investigation committees and all institutional personnel in complying with these procedures and with applicable standards imposed by government or external funding sources. The RIO is also responsible for maintaining files of all documents and evidence and for the confidentiality and the security of the files.

The RIO, through the vice president for research, will report to ORI or NSF, as required by regulation, keep the appropriate agency apprised of any developments during the course of the investigation that may affect current or potential funding for the individual(s) under investigation or that the agency needs to know to ensure appropriate use of Federal funds, and otherwise protect the public interest.

B. Complainant
The Complainant will have an opportunity to testify before the inquiry and investigation committee, to review portions of the inquiry and investigation reports pertinent to his/her allegations or testimony, to be informed of the results of the inquiry and investigation, and to be protected from retaliation. Also, if the RIO has determined that the Complainant may be able to provide pertinent information on any portions of the draft report, these portions will be given to the Complainant for comment.

The Complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with an inquiry or investigation.

C. Respondent
The Respondent will be informed of the allegations when an inquiry is opened and notified in writing of the final determinations and resulting actions. The Respondent will also have the opportunity to be interviewed by and present evidence to the RIO during his/her inquiry, an opportunity to be interviewed by and present evidence to the inquiry and investigation committees, to review the draft inquiry and investigation reports, and to have the advice of counsel. Counsel (licensed Attorney, or lay advisor) may not address the inquiry and investigation committees in place of the Respondent, or question other witnesses in place of the Respondent. Counsel's role shall be restricted to acting only as advisor to the Respondent.

The Respondent is responsible for maintaining confidentiality of all information received from the inquiry or investigation and for cooperating with the conduct of an inquiry or investigation. If the Respondent is found to be not guilty of misconduct, he or she has the right to receive institutional assistance, reasonable and diligent under the circumstances, to restore his or her reputation.

D. Deciding Official 'DO'
The DO will receive the inquiry and investigation reports and any written comments made by the Respondent or the Complainant on the draft report. The DO will decide whether misconduct occurred, whether to impose sanctions, or whether to take other appropriate administrative actions.

IV. General Policies and Principles
A. Responsibility to Report Misconduct
All employees or individuals associated with Old Dominion University should report observed, suspected, or apparent misconduct to the RIO directly or through the dean of the affected college. If an individual is unsure whether a suspected incident falls within the definition of misconduct, he or she may informally and confidentially discuss the suspected misconduct with the RIO. If the circumstances described by the individual do not meet the definition of misconduct, the RIO will refer the individual or allegation to other officials with responsibility for resolving the problem.

At any time, an employee may have confidential discussions and consultations about concerns of possible misconduct with the RIO, the vice president for research, or the dean of the affected college, and will be counseled by the RIO about appropriate procedures for reporting allegations.

B. Protecting the Complainant
The RIO will monitor the treatment of individuals who bring allegations of misconduct or of inadequate institutional response thereto, and those who cooperate in inquiries or investigations. The RIO will ensure that these persons

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1 As a general rule, whether or not specifically stated, Agency contact made by the RIO should be through the Vice President for Research/Office of Research.
will not be retaliated against in the terms and conditions of their employment or other status at the institution and will review instances of alleged retaliation for appropriate action. Employees should immediately report any alleged or apparent retaliation to the RIO. Also the institution will protect the privacy of those who report misconduct in good faith to the maximum extent possible. For example, if the Complainant requests anonymity, the university will make an effort to honor the request during the allegation assessment or inquiry within applicable policies and regulations and state and local laws, if any. The Complainant will be advised that if the matter is referred to an Investigation Committee and the Complainant's testimony is required, anonymity may no longer be guaranteed. Old Dominion University will undertake reasonably diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations.

C. Protecting the Respondent
Inquiries and investigations will be conducted in a manner that will ensure fair treatment to the Respondent(s) in the inquiry or investigation and confidentiality to the extent possible without compromising public health and safety or thoroughly carrying out the inquiry or investigation.

Institutional employees accused of misconduct may consult with legal counsel or a non-lawyer personal adviser (who is not a principal or witness in the case) to seek advice and may bring the counsel or personal adviser to interviews or meetings on the case.

D. Cooperation with Inquiries and Investigations
All individuals involved will cooperate with the RIO and other institutional officials in the review of allegations and the conduct of inquiries and investigations. This affirmative duty includes the obligation to provide relevant evidence to the RIO or other officials on misconduct allegations.

E. Preliminary Assessment of Allegations
Upon receiving an allegation of misconduct, the RIO will immediately assess the allegation to determine whether there is sufficient evidence to warrant an inquiry, whether PHS or NSF support or applications for funding are involved, and whether the allegation falls under the PHS or NSF definitions of scientific misconduct.

V. Conducting the Inquiry
A. Initiation and Purpose of the Inquiry
Following the preliminary assessment, if the RIO determines that the allegation provides sufficient information to allow specific follow-up and falls under the definition of misconduct, he or she will immediately initiate the Inquiry Process. In initiating the Inquiry, the RIO should identify clearly the original allegation and any related issues that should be evaluated. The purpose of the inquiry is to determine whether there is sufficient evidence of possible misconduct to warrant a full investigation. The inquiry should not reach a final conclusion about whether misconduct definitely occurred or who was responsible. The findings of the inquiry must be set forth in an inquiry report.

B. Inquiry Process
After determining that an allegation falls within the definition of misconduct, the RIO must ensure that all original research records and materials relevant to the allegation are immediately secured. The RIO may consult with federal agencies through the Office of Research for advice and assistance in this regard.

The RIO, in consultation with other university officials as appropriate, will normally interview the Complainant, the Respondent, and key witnesses as well as examine relevant research records and materials. The RIO will evaluate the evidence and testimony and decide whether there is sufficient evidence of possible misconduct to recommend further investigation.

The RIO will submit a draft report to the DO, Complainant and Respondent that describes his/her conclusion regarding sufficient evidence of possible misconduct that would justify further investigation. The RIO will establish reasonable conditions for review to protect the confidentiality of the draft report.

Within 10 days of their receipt of the draft report, the Complainant and Respondent will provide their comments, if any, to the RIO. Any comments that the Complainant or Respondent submits on the draft report will become part of the final inquiry report and record. Based on the comments, the RIO may revise the draft report as appropriate.

The RIO will transmit the final report and any comments to the DO who will have 10 days in which to make the determination of whether findings from the inquiry provide sufficient evidence of possible misconduct to justify conducting an investigation. The inquiry is completed when the DO makes this determination, which will be made within 60 days of the RIO's commencement of the Inquiry. Any extension of this period will be based on good cause and recorded in the inquiry file.
The RIO will notify both the Respondent and the Complainant in writing of the DO's decision of whether to proceed to an investigation and will remind them of their obligation to cooperate in the event an investigation is opened. The RIO will also notify the president, the general counsel, the vice president for research, and the dean of the affected college or other university unit.

VI. The Investigation

A. Purpose of the Investigation

The purpose of the investigation is to explore in detail the allegations, to examine the evidence in depth, and to determine specifically whether misconduct has been committed, by whom, and to what extent. The investigation will also determine whether there are additional instances of possible misconduct that would justify broadening the scope beyond the initial allegations. This is particularly important where the alleged misconduct involves clinical trials or potential harm to human subjects or the general public or if it affects research that forms the basis for public policy, clinical practice, or public health. The findings of the investigation will be set forth in an investigation report.

B. Sequestration of the Research Records

The RIO will immediately sequester any additional pertinent research records that were not previously sequestered during the inquiry. This sequestration should occur before or at the time the Respondent is notified that an investigation has begun. The need for additional sequestration of records may occur for any number of reasons, including the institution's decision to investigate additional allegations not considered during the inquiry stage or the identification of records during the inquiry process that had not been previously secured. The procedures to be followed for sequestration during the investigation are the same procedures that apply during the inquiry.

C. The Investigation Committee & Process

The RIO, in consultation with the president and general counsel, will appoint an Investigation Committee and the Committee chair within 5 days of the notification to the Respondent that an investigation is planned or as soon thereafter as practicable. These individuals may be scientists, colleagues, administrators, subject matter experts, lawyers, or other qualified persons, and they may be from inside or outside the institution.

The RIO will notify the Respondent of the proposed committee membership within 5 days of appointing members of the investigation committee. If the Respondent submits a written objection for cause to any appointed member of the Investigation Committee, the RIO will immediately replace the first challenged member and determine whether to replace the other challenged members with qualified substitutes.

The investigation will normally involve examination of all documentation including, but not necessarily limited to, relevant research records, computer files, proposals, manuscripts, publications, correspondence, memoranda, and notes of telephone calls. Whenever possible, the Committee should interview the Complainant(s), the Respondent(s), and other individuals who might have information regarding aspects of the allegations. Interviews of the Respondent and all other interviews should be transcribed, or tape recorded transcripts of the interviews should be prepared, provided to the interviewed party for comment or revision, and included as part of the Investigatory file.

D. Charge to the Committee and the First Meeting

The RIO will define the subject matter of the investigation in a written charge to the Committee that: i- describes the allegations and related issues identified during the inquiry; ii- defines misconduct; and, iii- identifies the name of the Respondent. The charge will state that the Committee is to evaluate the evidence and testimony of the Respondent, Complainant, and key witnesses to determine whether, based on a preponderance of the evidence, misconduct occurred and, if so, to what extent, who was responsible, and its seriousness.

During the investigation, if additional information becomes available that substantially changes the subject matter of the investigation or would suggest additional Respondents, the committee will notify the RIO, who will determine whether it is necessary to notify the Respondent of the new subject matter or to provide notice to additional Respondents.

The Inquiry report will be available to the Investigation Committee. However, the report in no way limits the evidence available to the Committee for consideration. Inasmuch as any decision of an investigation might conflict with any conclusion of the inquiry, the investigation will be considered a de novo process.

The RIO, with the assistance of the General Counsel, will convene the first meeting of the Investigation Committee to review the charge, the Inquiry Report, and the prescribed procedures and standards for the conduct of the investigation, including the necessity for confidentiality and for developing a specific investigation plan. The Investigation Committee will be provided with a copy of these instructions and, where federal funding is involved, the PHS or NSF, or other granting agency regulations, if any.

VII. The Investigation and Report
An investigation should ordinarily be completed within 60 days of its initiation. This includes conducting the investigation, preparing the report of findings, making the draft report available to the subject of the investigation for comment, submitting the report to the DO for approval, and submitting the report to the appropriate agency, if relevant. Any extension of this period will be based on good cause and recorded in the investigation file.

**A. Draft Report**

The draft report must describe the policies and procedures under which the investigation was conducted, describe how and from whom information relevant to the investigation was obtained, state the findings, and explain the basis for the findings. The report will include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions imposed and administrative actions taken by the institution.

**B. Comments on the Draft Report**

1. **Respondent**
   
The RIO will provide the Respondent with a copy of the draft Investigation Report for comment and rebuttal. The Respondent will be allowed 10 days to review and comment on the draft report. The Respondent's comments will be attached to the final report. The findings of the final report should take into account the Respondent's comments in addition to all the other evidence.

2. **Complainant**
   
The RIO will provide the Complainant, if he or she is identifiable, with those portions of the draft Investigation Report that address the Complainant's role and opinions in the investigation. The Complainant will be allowed 10 days to review and comment on that part of the draft report provided by the RIO. The report should be modified, as appropriate, based on the Complainant's comments.

3. **General Counsel**
   
The draft investigation report will be transmitted to the General Counsel for a review of its legal sufficiency. The General Counsel's comments should be incorporated into the report as appropriate.

4. **Confidentiality**
   
In distributing the draft report, or portions thereof, to the Respondent and Complainant, the RIO will inform the recipient of the confidentiality under which the draft report is made available and will establish reasonable conditions to ensure such confidentiality. For example, the RIO may request the recipient to sign a confidentiality statement or to come to his or her office to review the report.

**C. Final Report**

After comments have been received and the necessary changes have been made to the draft report, the Investigation Committee should transmit the final report with attachments, including the Respondent's and Complainant's comments, to the DO, through the RIO. The final report, if applicable, will be submitted through the Office of Research to ORI and/or NSF.

**D. Institutional Review and Decision**

Based on a preponderance of the evidence, the DO will make the final determination whether to accept the Investigation Report, its findings, and the recommended institutional actions. The DO may also return the report to the Committee with a request for further fact-finding or analysis. The DO's determination together with the Investigation Committee's report, constitute the final investigation report for purposes of agency review. If the DO's final determination varies from that of the Investigation Committee, the DO will explain in detail the basis for rendering a decision different from that of the Investigation Committee in the institution's letter transmitting the report to PHS (ORI), NSF, or other funding agency. The DO's explanation should be consistent with the particular agency's definition of misconduct, the institution's policies and procedures, and the evidence reviewed and analyzed by the Investigation Committee.

The DO will also notify both the Respondent and the Complainant in writing. In addition, the DO will determine whether law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the Respondent in the work, or other relevant parties should be notified of the outcome of the case. The RIO is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies.

**VIII. Requirements for Reporting to ORI or NSF Inspector**

A. The decision to initiate an investigation of PHS- or NSF-funded research must be reported in writing, through the Office of Research, to the director of ORI (at DHHS) or the Inspector General of NSF before the date the investigation begins. At a minimum, the notification should include the name of the person(s) against whom the allegations have been made, the general nature of the allegation as it relates to the definition of misconduct, and the agency applications or grant number(s) involved. ORI or NSF must also be notified of the final outcome of
the investigation and must be provided with a copy of the investigation report. Any significant variations from
the provisions of these policies and procedures should be explained in any reports.

B. Prior to any decision to terminate an inquiry or investigation without completing all relevant requirements of the
PHS or NSF regulations, the RIO, through the Office of Research, will submit a report of the planned termination
to ORI or the NSF Inspector General, including a description of the reasons for the proposed termination.

C. If the university determines that it will not be able to complete an Inquiry and Investigation of federally funded
research in 120 days, the RIO will submit to the respective agency a written request for an extension that explains
the delay, reports on the progress to date, estimates the date of completion of the report, and describes other
necessary steps to be taken. The request will be submitted through the Office of Research. If either NSF or the
PHS is the funding agency, the Office of Research may authorize an extension of the investigation such that the
investigation and all administrative actions will be completed within an additional 60 days. If the request is
granted, the RIO will file periodic progress reports as requested.

D. When PHS or NSF funding or applications for funding are involved and an admission of misconduct is made,
the RIO, through the Office of Research, will contact the agency for consultation and advice. Normally, the
individual making the admission will be asked to sign a statement attesting to the occurrence and extent of
misconduct. An admission of misconduct does not constitute sufficient basis for closing a case involving PHS
or NSF funds without prior approval from the agency.

E. When PHS or NSF funding is involved, the RIO, through the Office of Research, will notify the agency at any
stage of the inquiry or investigation if:
1. there is an immediate health hazard involved;
2. there is an immediate need to protect federal funds or equipment;
3. there is an immediate need to protect the interests of the person(s) making the allegations or of the
   individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any;
4. it is probable that the alleged incident is going to be reported publicly;
5. the allegation involves a sensitive public health issue, e.g., a clinical trial;
6. there is a reasonable indication of possible criminal violation. In this instance, the institution must inform
   the agency within 24 hours of obtaining that information;
7. for any other reason, the scientific community or the public should be informed.

IX. Administrative Actions
Old Dominion University will take appropriate administrative actions against individuals when an allegation of
misconduct has been substantiated.

   If the DO determines that the alleged misconduct is substantiated by the findings, he or she will decide on
the appropriate actions to be taken, after consultation with the RIO. The actions may include:
   • withdrawal or correction of all pending or published abstracts and papers emanating from the research where
     misconduct was found.
   • removal of the responsible person from the particular project, letter of reprimand, and/or special monitoring of
     future work.
   • sanctions such as probation, suspension, salary reduction, or initiation of steps leading to possible rank reduction
     or termination of employment.
   • restitution of funds as appropriate.

X. Other Considerations
A. Termination of Institutional Employment or Resignation Prior to Completing Inquiry or Investigation
The termination of the Respondent's institutional employment, by resignation or otherwise, before or after an
allegation of possible misconduct has been reported, will not preclude or terminate the misconduct procedures.

   If the Respondent, without admitting to the misconduct, elects to resign his or her position prior to the
initiation of an inquiry, but after an allegation has been reported, or during an Inquiry or Investigation, the Inquiry
or Investigation will proceed. If the Respondent refuses to participate in the process after resignation, the Committee
will use its best efforts to reach a conclusion concerning the allegations, noting in its report the Respondent's
failure to cooperate and its effect on the Committee's review of all the evidence.

B. Restoration of the Respondent's Reputation
If the institution finds no misconduct and the respective agency concurs, after consulting with the Respondent,
the RIO will undertake reasonable efforts to restore the Respondent's reputation. Depending on the particular
circumstances, the RIO should consider notifying those individuals aware of or involved in the investigation of
the final outcome, publicizing the final outcome in forums in which the allegation of misconduct was previously
publicized, or expunging all reference to the misconduct allegation from the Respondent's personnel file. Any institutional actions to restore the Respondent's reputation must first be approved by the DO.

C. **Protection of the Complainant and Others**
   Regardless of whether the institution, ORI or NSF determines that misconduct occurred, the RIO will undertake reasonable efforts to protect Complainants who made allegations of misconduct in good faith and others who cooperate in good faith with inquiries and investigations of such allegations. Upon completion of an investigation, the DO will determine, after consulting with the Complainant, what steps, if any, are needed to restore the position or reputation of the Complainant. The RIO is responsible for implementing any steps the DO approves. The RIO will also take appropriate steps during the inquiry and investigation to prevent any retaliation against the Complainant.

D. **Allegations Not Made in Good Faith**
   The DO will determine whether the Complainant's allegations of misconduct were made in good faith. If an allegation was not made in good faith, the DO will determine whether any administrative action should be taken against the Complainant.

E. **Interim Administrative Actions**
   The Vice President for Research will take interim administrative actions, as appropriate, to protect federal funds and ensure that the purposes of the federal financial assistance are carried out.

XI. **Record Retention**
   After completion of a case and all ensuing related actions, the RIO will prepare a complete file, including the records of any inquiry or investigation and copies of all documents and other materials furnished to the RIO or committees. The RIO will transfer the file to the Provost and Vice President for Academic Affairs, for safekeeping, who will maintain the file for three years after completion of the case to permit later assessment of the case. ORI, NSF, or other authorized personnel will be given access to the records upon request.

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**APPENDIX**

This appendix summarizes the responsibilities assigned to the DO and the RIO. The appendix is a review of the duties assigned to these two officials.

**Responsibilities of the DO**
- Determines whether an investigation is warranted
- Determines whether to accept the investigation report
- Determines institutional administrative actions if misconduct is found
- Explains why the institution does not agree with the investigation report, if such is the case, in a transmittal letter to ORI or NSF
- Determines institutional administrative actions against "bad faith" Complainants
- Informs ORI or NSF that an investigation is not warranted, if such is the case, if the agency requested the inquiry

**Responsibilities of the RIO**
- Receives allegations of misconduct
- Receives allegations of retaliation
- Receives reports of "bad faith" allegations
- Receives reports of violations of PHS or NSF regulations

**Assessment of Allegations**
- Conducts preliminary assessment of allegations

January 2016
• Determines whether an inquiry is warranted
• Refers non-scientific misconduct issues to appropriate institutional or Federal office

Conduct of Inquiry

• Initiates inquiry process
• Notifies appropriate institutional officials, the Respondent, and, if necessary, the appropriate agency that an inquiry is underway
• Sequesters research or other relevant records
• Conducts the inquiry
• Determines whether additional expertise is needed
• Establishes conditions of confidentiality
• Protects against bias or conflicts-of-interest
• Develops the charge
• Meets ORI or NSF notification requirements
• Takes appropriate interim administrative actions
• Seeks advice from federal agencies when an admission of misconduct is made
• Determines whether a time extension will be allowed
• Provides a draft report to the Respondent
• Provides appropriate portions of the draft report to Complainant
• Transmits the final report and comments to the DO
• Communicates the decision of the DO to the Complainant and Respondent.
• Notifies ORI or NSF if an investigation will be conducted
• Provides the final report and inquiry file to ORI or NSF upon request, if relevant
• Retains all inquiry records
• Provides a final report and inquiry file to ORI or NSF upon request, if relevant
• Submits plan to terminate an investigation to ORI or NSF
• Provides a draft report to the Respondent
• Provides appropriate portions of the draft report to the Complainant
• Transmits the final report and comments to the DO
• Notifies the Respondent and Complainant of the institution's findings and actions
• Retains all records of investigation
• Undertakes reasonable efforts to protect "good faith" Complainants and others who cooperated with the inquiry

Conduct of Investigation

• Notifies the Respondent that an investigation will be conducted
• Sequesters additional research records when necessary
• May conduct the investigation in appropriate cases
• Appoints the investigation official or committee
• Replaces the first challenged person and determines whether to replace persons challenged later
• Determines whether additional expertise is needed
• Establishes conditions of confidentiality
• Protects against bias or conflicts-of-interest
• Develops the charge
• Convenes the first meeting of the investigation committee
• Provides the investigation official or committee with advice on appropriate procedures
• Meets ORI or NSF notification requirements, if relevant
• Transmits the final report and comments to the DO
• Undertakes reasonable efforts to restore the reputation of cleared Respondents
• Undertakes reasonable efforts to protect "good faith" Complainants and others who cooperated with the inquiry

Post-Investigation
• Responds to requests from federal agencies for additional information or assistance during the review process
• Responds to requests from ORI for additional information or assistance during a Departmental Appeals Board ('DAB') appeal

Inquiry & Investigation Procedures

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>STEPS</th>
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<tbody>
<tr>
<td>Day 1 Inquiry Begins</td>
<td>RIO determines sufficient evidence of possible misconduct in scientific research or scholarly activities. RIO immediately secures all original research records and materials relevant to the allegation. RIO may consult with federal agencies through Office of Research.</td>
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<tr>
<td>Day 2-29</td>
<td>RIO interviews Complainant, Respondent, key witnesses and examines relevant research records &amp; materials.</td>
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<tr>
<td>Day 30</td>
<td>RIO completes evaluation of evidence and testimony and submits a draft report of his/her conclusion to DO, Complainant, and Respondents.</td>
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<tr>
<td>Day 40</td>
<td>Deadline for Complainant and Respondent to submit to RIO their comments on draft Inquiry report.</td>
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<tr>
<td>Day 50</td>
<td>RIO submits to DO the final inquiry report and any comments from Complainant and Respondent.</td>
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<tr>
<td>Day 60 Inquiry Ends</td>
<td>DO makes final determination of whether findings from the inquiry provide sufficient evidence of possible misconduct to justify conducting an investigation.</td>
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<tr>
<td>Day 61 Investigation Begins (if applicable)</td>
<td>The RIO notifies both the Respondent and the Complainant in writing of the DO's decision of whether to proceed to an investigation and will remind them of their obligation to cooperate in the event an investigation is opened. The RIO will also notify the president, the general counsel, the vice president for research, and the dean of the affected college or other university unit. RIO immediately sequesters any additional pertinent research records.</td>
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<tr>
<td>Day 65</td>
<td>RIO in consultation with the president and General Counsel completes appointment of an Investigating Committee.</td>
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<td>Day 65</td>
<td>RIO notifies Respondent of the proposed members of the Investigative Committee.</td>
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<td>Day 70</td>
<td>Deadline for Respondent to submit in writing any objection for cause to any appointed member of the Investigation Committee. The RIO will immediately replace the first challenged member and determine whether to replace the other challenged members or experts with qualified substitutes.</td>
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<tr>
<td>Day 75</td>
<td>First meeting of the Investigation Committee.</td>
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<tr>
<td>Day 76-100</td>
<td>Investigation Committee conducts its examination of evidence and submits a draft report of its findings to the RIO.</td>
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<tr>
<td>Day 101</td>
<td>RIO provides Respondent with copy of draft Investigating Committee report for comment and rebuttal. RIO provides Complainant with those portions of the draft report that address the Complainant's role and evidence/testimony.</td>
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<tr>
<td>Day 110</td>
<td>Deadline for Respondent and Complainant to submit to the Investigating Committee comments and rebuttal on the draft report.</td>
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<tr>
<td>Day 113</td>
<td>Investigating Committee transmits its final report with attachments, including the Respondent's and Complainant's comments, to the DO, through the RIO.</td>
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<tr>
<td>Day 120 Investigation Ends</td>
<td>Based on the preponderance of the evidence, the DO will make the final determination. If this determination varies from that rendered by the Investigating Committee, the DO will provide a full explanation. Deadline for completion of the Investigation if PHS or NSF funded activities. If has not been completed by this day, the RIO must submit to ORI and/or NSF a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes other necessary steps to be taken. The request will be submitted through the Office of Research. DO will also notify the Respondent and Complainant in writing of the final determination.</td>
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-Approved by the Board of Visitors
  December 13, 2002
  Revised September 22, 2006
  Revised June 17, 2010
  Revised December 8, 2011
Financial Interests in Sponsored Programs

1. **Summary**
   In order to protect the integrity/objectivity of certain federally sponsored programs, all Old Dominion University investigators who have financial interests in that in some manner might influence or appear to influence the conduct of those projects must: a) inform the Office of Research of this fact at the time of proposal submission, and b) prior to acceptance of the awards, develop acceptable strategies to manage those conflicts.

2. **Purpose**
   This policy and procedures to implement it are designed to minimize the probability that the objectivity of activities at this institution sponsored by certain federal agencies will be adversely affected by personal financial interests of individuals involved in the design, conduct, supervision or reporting of such projects.

   Financial interests may potentially conflict with research interests in diverse ways. For example, a financial interest might be increased by: a) the demonstration that a material has potential commercial applications, b) the demonstration that a material owned by a financial competitor does not have certain properties; or c) a failure to investigate appropriately the properties of a material owned by a financial competitor. If an investigator has a financial interest, there is a potential for the design, conduct, supervision or reporting of research to be biased in favor of, or against, a particular research outcome.

3. **Applicability**
   This policy applies to each person at Old Dominion University who is responsible for the design, conduct, supervision or reporting of research or educational projects that are proposed for, or awarded, funding by a federal agency requiring a process to manage relevant significant financial interests, and will be followed in relation to each proposal to and award from these agencies.

4. **Definitions**
   "Significant financial interest" means anything of monetary value, including but not limited to salary or other payment for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include salary, royalties or other remuneration from Old Dominion University; income from seminars, lectures or teaching engagements sponsored by public or non-profit entities; income from services on advisory committees or review panels for public or non-profit entities; or financial interests in business enterprises or entities if the value of such interests do not exceed $5,000 in a calendar year, or represent more than a 3% ownership of any one enterprise or entity when aggregated for the investigator and the investigator's spouse and dependent children.

   "Relevant Significant Interest" means a significant financial interest that would reasonably appear to be directly and significantly affected by the sponsored program which is being considered.

5. **Procedures**
   Promulgating the University Policy on Financial Interests in Sponsored Programs
   Old Dominion University will make this policy readily available to investigators and potential investigators in print copy or as an electronic file. Print copies of this policy will be available to investigators and potential investigators from the Office of Research where they may also receive application forms to prepare proposals to be submitted to most federal agencies requiring the documentation referred to in this policy. The internal approval form for sponsored program applications (the Blue Sheet) will include a statement that the principal investigator has read and is familiar with the Old Dominion University Policy on Financial Interests in Sponsored Programs, and will include a query on any relevant significant financial interests that might compromise the objectivity of the research.

   It is the responsibility of the principal investigator to identify other individuals involved in the design, conduct, supervision or reporting of the research to be funded by a federal agency requiring the documentation referred to in this policy. Each investigator so identified must attest to the absence of a relevant significant financial interest or disclose the existence of any relevant significant financial interest. Each investigator who discloses a significant financial interest will notify the principal investigator that a disclosure has been made.

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1"Investigator" means the principal investigator and any other person at Old Dominion University who is responsible for the design, conduct or reporting of research funded, or proposed for such funding, by a federal agency having requirements for management of relevant significant financial interests. In the context or relevant significant financial interests which are reported, "investigator" includes the investigator's spouse and dependent children.

2"Principal Investigator," or alternatively, "Program Director," means the individual at Old Dominion University responsible for the conduct of the sponsored program. See the Policy on Criteria for Principal Investigators.
Disclosure Process

The principal investigator of each sponsored program prepared for submission by Old Dominion University or its agent to a federal agency requiring the documentation referred to in this policy shall prepare or have prepared by each investigator participating in the project a statement disclosing the absence or presence of any relevant significant financial interest. The documentation shall be submitted with the proposal while it is undergoing internal review prior to submittal by Old Dominion University or the Old Dominion University Research Foundation to the sponsoring agency. The statement reports the existence of each significant financial interest:

a. that would reasonably appear to be directly and significantly affected by the research or educational activities funded or proposed for funding; and/or
b. in entities whose financial interests would reasonably appear to be directly and significantly affected by such activities.

If a significant financial interest that might compromise the objectivity of the project is present for any investigator involved with the proposal, a disclosure, consisting of a description of the applicable significant financial interest(s) and the identity of entities affected, shall be submitted to the Office of Research with the proposal. The disclosure made by an investigator may be sealed for privacy. Institutional officials shall rely upon these disclosures to identify all applicable significant financial interests of investigators. During the period that the proposal is under review, and throughout the life of the project if an award is made, each investigator participating in a project subject to this policy shall submit an updated disclosure of relevant significant financial interests annually, and also whenever there is a change in relevant significant financial interests.

The Office of Research will maintain the disclosures and records pertaining to each funded award for at least three years beyond the termination of completion of the award, or until resolution of any action by a federal agency involving the records, whichever is longer. Documents pertaining to disclosure of a significant financial interest shall be treated as privileged communications that are a part of the individual’s personnel file so long as they are under university control. Disclosure documents may be subject to Virginia Freedom of Information statutes; each such request will have to be decided on a case-by-case basis.

Disclosures will be reviewed by the vice president for research prior to submission of the proposal to the potential federal sponsor. The vice president will, upon request, work with investigators to assist in their full identification of relevant significant financial interests. If there is a declared relevant significant financial interest, the proposal and the disclosure must subsequently be referred to a Committee on Financial Interests in Sponsored Programs for approval of a conflict management strategy.

Managing a Relevant Significant Financial Interest

If a disclosure of a relevant significant financial interest is made, a strategy for managing, reducing, or eliminating the actual or potential conflicts that the significant financial interest causes must be adopted prior to acceptance of the award by Old Dominion University or its agent. The investigator making the disclosure shall submit a proposed strategy in a timely manner to the Committee on Financial Interests in Sponsored Programs through the Office of Research. The Committee on Financial Interests in Sponsored Programs has the authority to approve or not approve a management strategy to ensure objectivity in the project. The principal investigator and any other investigator with a relevant significant financial interest shall record in writing their mutual agreement on a management strategy approved by the Committee on Financial Interests in Sponsored Programs and deliver it to the Office of Research prior to acceptance by Old Dominion University or its agent of the affected award. The agreed management strategy will become part of the sponsored program record maintained by Old Dominion University or its agent.

Strategies for management of an actual or potential conflict of financial interest might include: (a) public disclosure and notification of affected entities of a significant financial interest; (b) monitoring of research by independent reviewers; (c) modification of the research plan; (d) disqualification of an investigator or investigators from participation in all or a portion of the research funded by a federal agency; (e) divestiture of significant financial interests; (f) severance of relationships that create actual or potential conflicts; or (g) informing the awarding agency that the proposal has been withdrawn by Old Dominion University or its agent.

It is the intent of this policy that relevant significant financial interests be disclosed, reviewed, and managed within the normal time frame for application, review, and award by federal research sponsors. Investigators are encouraged to disclose relevant significant financial interest and propose management plans to the Committee on Financial Interests in Sponsored Programs in advance of application, and it is in the best interest of investigators to do so. For example, management of a financial conflict might require review of experimental data by independent reviewers. Such a review might be incorporated into the research plan and budget of a proposal. Should such a review be necessary, but not incorporated into the proposal, an investigator might need to withdraw an application in order
to incorporate such a review in a revised proposal to be submitted subsequently. This policy does not anticipate that Old Dominion University will provide significant resources to assure objectivity in research conducted by investigators with relevant significant financial interests.

If a management strategy satisfactory to the principal investigator and all other involved investigators is not approved by the Committee on Financial Interests in Sponsored Programs, the principal investigator or other involved investigators may appeal the matter to the vice president for research for resolution.

6. **Committees**
The Committee on Financial Interests in Sponsored Programs will consist of three members of the teaching and research faculty recommended by the vice president for research, and appointed by the provost and vice president for academic affairs. These faculty members will be selected from disciplines in which research is sponsored by federal agencies, and will serve staggered terms for a period of three years. The research administrator from the Office of Research will serve as non-voting staff to the committee, and will convene the committee as needed.

7. **Implementation**
This policy shall come into effect June 28, 1995, and remain in effect until modified or rescinded. It is anticipated that this policy and procedures will be reviewed after they have been in force for three years, and that the policy and procedures will be expanded to encompass other scholarly activities in which objectivity may be compromised by a financial interest. It may also be modified in response to modifications of the applicable federal regulations and guidelines.

8. **Enforcement**
Compliance with this policy shall be considered an acceptable practice in proposing, carrying out or reporting results from research and scholarly activity. Failure of investigators to comply with this policy, including, but not limited to, completely and accurately disclosing relevant significant financial interests and/or complying with provisions of any approved strategy for managing relevant significant financial interests shall be deemed a violation of Old Dominion University's Policy and Procedures for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity and shall be treated in accordance with that document.

9. **Other Regulations**
The Virginia State and Local Government Conflict of Interest Act (Code of Virginia, Section 2.1-639.1-.24) defines several prohibited conflicts of interest for state employees. One, which arises when an employee of Old Dominion University or a member of the immediate family has a "personal interest" (as defined in the Act) in a firm or business which contracts with Old Dominion University for certain categories of research and development contracts, may be exempted from the Act provided that the potential conflict of interest is appropriately disclosed and the contact is approved in writing by the vice president for research. Old Dominion University has promulgated a Conflict of Interest Policy that supplements the statutes of the Commonwealth of Virginia. The Conflict of Interest Policy also requires disclosure of a potential conflict of interest to the appropriate dean and specifies penalties for willful violation of the policy. This Policy on Financial Interests in Sponsored Programs is unrelated to, and in no way supersedes, the Virginia State and Local Government Conflict of Interest Act or the Conflict of Interest Policy.

10. **Certifications**
The vice president for research shall make such certifications to federal agencies as are required by regulation in regard to this policy and its implementation.

Each investigator is expected to read and understand this Policy on Financial Interests in Sponsored Programs, to make all disclosures required by it, and to comply with any conditions or restrictions imposed by Old Dominion University to manage, reduce or eliminate actual or potential conflicts of interest. Each investigator named in a proposal will complete and submit to the principal investigator a memorandum affirming the presence or absence of a relevant significant financial interest.

Each principal investigator should be aware that federal agency proposal forms may require the principal investigator to execute a certification, which is subject to criminal penalties for falsification, in regard to matters referred to in this policy.

- Approved by the president
  May 15, 1995
  Revised July 17, 2006
Faculty Research Time

Research, publication, and other scholarly activities are basic to the objectives and responsibilities of the university and its faculty. Recognizing this, the university is committed to the concept of research time for faculty to pursue individual intellectual inquiry, to publish, and to engage in creative activities designed to improve the educational experience of the students.

The awarding of time for research is not a routine matter. It is based on an assessment of the benefit of significant intellectual activity to the university and the department and provides for regular and periodic review of accomplishments. Such time is available to faculty engaged in either graduate or undergraduate teaching.

1. Purchased and contributed faculty time for funded research - Wherever possible, the cost of faculty time should be reimbursed to the university from grant or contract funds. When required, faculty time may be contributed, especially when the funded research has provision for financial support of graduate students or equipment. When such cost-sharing of faculty time is agreed to by the university, the contributed time will be planned in the schedule of the faculty member.

2. Faculty time for unfunded research (departmental research) - External funding is not always available to support the research activities of the faculty. To encourage creative activities, particularly in certain disciplines, time for departmental research is provided by the academic budget of the university. This time is awarded on the basis of a well developed activity that has the approval of the chair and dean. It is essential that such time be based on an activity that is both scholarly and of benefit to the university, the department, and the faculty member.

   It is essential to demonstrate, through regular and periodic evaluation of the benefits derived from departmental research, that these monies are being spent wisely. It is recognized that, while in certain departments the results of scholarly activities come to fruition only after a period of two or more years, more frequent evaluation of departmental research time is necessary. Publication in a scholarly journal is certainly clear evidence, although not the only evidence, that the research is producing desirable results. Research in teaching and curriculum development may be more difficult to evaluate, but it is essential that an assessment be made. In extraordinary cases, outside expert review may be solicited in order to evaluate research.

-Approved by the provost and vice president for academic affairs
September 5, 2003
Criteria for Principal Investigators

A. The Principal Investigator (PI) is the lead person on the research project and is responsible for the ethical and professional conduct of all aspects of the project. In the case of doctoral students as the PI, this responsibility falls to the supporting faculty member.

1. All full-time faculty members, self-supporting research professionals, or new faculty who have signed full-time contracts are eligible to be Principal Investigators.

2. Administrators holding the titles of vice president, associate vice president, assistant vice president, vice provost, dean, university librarian, associate dean, assistant dean, and emeritus full and associate professor may be named as PI on projects directly related to the mission and responsibilities of their offices.

3. Doctoral students seeking funding for fellowships, tuition, or support of research leading to the dissertation may be named as PI when a full-time teaching or research faculty member is named on the project as the responsible PI. The faculty member is responsible for seeing that the terms of the grant or contract are fulfilled.

4. Persons holding the following titles in the absence of a faculty appointment as noted above are not eligible to be a PI: director, associate director, assistant director, postdoctoral associate, visiting professors at all levels, and research associates at all levels.

   a. Requests for exceptions for those within Academic Affairs can be made by the unit head with written approval of the college dean and the provost and vice president for academic affairs. For those in areas other than Academic Affairs, it will require that such an application for an exception has been recommended by the unit head and approved by the corresponding vice president. All requests must be accompanied by the curriculum vitae of the prospective investigator.

   b. The Research Foundation will maintain a list of non-faculty individuals who have been granted permission to submit proposals. The list will note if permission was given on a one-time-only basis or for a more extended period of time. This list will be reported to the provost and vice president for academic affairs, vice president for research, and deans annually.

-Approved by the president
August 21, 2003
Revised July 17, 2006
Revised March 8, 2013
Faculty Purchased Release Time

Statement:

1. The control of funds for purchased release time rests with the college. Deans should work with department chairs to:
   A. Determine the expected external support (purchased release time);
   B. Plan the number of personnel that will be funded by external support;
   C. Indicate which personnel will be supported by external funds;
   D. Establish contingency plans for use of unanticipated funds or a shortfall in external support;
   E. Monitor, at regular intervals, the flow of external funds so as to ensure the prudent use and sound management of these funds.

2. The "line of credit" is established at the same time as the annual budget and is presented in the budget cycle. The plan and the resulting "line of credit" may be revised and amended as needed throughout the academic year.

3. Responsibility for establishing and meeting the external funds plan for each college rests with the dean. Any budget adjustment moving funds from or to the 4010 line must have the dean's or the dean's designee's signature.

4. Since the Office of Academic Affairs oversees the budgets of the colleges, that office services as a "broker" to assist deans to meet their respective commitments while fully utilizing all the external funds realized.

   -Approved by the president
   December 1, 1988
Use of Fixed-Price Contract Residuals

Fixed-price contract residual direct funds may be used by the PI as salary in summer and as purchase release time in regular semesters provided: (a) the amount used as PI salary does not exceed what was budgeted as salary in the fixed-price contract budget carrying full F&A rate; (b) the amount spent on graduate students as stipend and tuition during this same period is at least what was budgeted in the original fixed-priced contract; and (c) the amount used as PI salary is expended within a period to not exceed two years from the date of such approval by the vice president for research.

Fixed-price contract residual amounts that remain unspent for a period exceeding two years may not be spent as PI salary.

-Approved by the president
February 2008
Research-Funded Conversion to a 12-Month Faculty Contract

1. PURPOSE

Faculty on academic year (AY) appointments often desire to work during the summer months to continue their research, instruct graduate students in thesis and dissertation research, and supervise research staff. During the summer, between AY appointments, many faculty consistently earn summer compensation from sponsored research grants or contracts but the income derived from these sources is not considered part of the annual employment contract. Under current retirement program policy, the Commonwealth only recognizes annual contract pay when administering the employee retirement program. In recognition of their year-round commitments and contributions, AY faculty with a consistent history of sponsored project income from research grants and contracts should be given the opportunity to convert to a 12-month contractual period provided sponsored funds are available for summer salary payments and approval is given by the department chair and the college dean.

2. POLICY

A faculty member on an academic year appointment who consistently generates support in the summer through sponsored projects may request conversion to a 12-month appointment reflecting all AY income and summer research payments. Conversion to a 12-month appointment allows retirement contributions to be made on summer income since the summer research payments would become part of the faculty member's annual salary. The conversion from an AY appointment to a 12-month appointment shall be made under the following guidelines:

A. The faculty member presents written assurance that the required funds are available for the summer pay period and will cover the additional summer salary and fringe benefits costs. The source of such funds must come from sponsored project agreements. No conversion will take place without the appropriate confirmation of these salary funds.

B. The faculty member initiates a request to a 12-month appointment which is reviewed for approval by the department chair and college dean. Approved requests must be forwarded to Academic Affairs no later than the second week in April. The new 12-month appointment will begin on May 25 and end on May 24 of the following year.

C. The 12-month appointment must be requested on an annual basis. If a request for the continuance of a 12-month appointment is not provided, subsequent faculty appointment letters will be issued as academic year appointments.

D. If a 12-month appointment letter is issued and the funding guaranteed in support of the conversion is not received, the funds already expended to extend the length of the appointment contract will be reimbursed from the faculty member's department and/or college's F&A cost accounts.

E. The 12-month salary will be calculated by adding to the AY salary a minimum 1/9 of the AY salary up to a maximum of 3/9 of the AY salary.

F. Faculty members on 12-month appointments may receive additional compensation for summer school teaching or other academic support activities on an overload basis. The combined summer pay from all university and grant/contract resources cannot exceed 3/9 of the AY annual salary. Only funds received from research activities will be used to convert AY appointments to 12-month assignments.

G. Faculty on 12-month conversion appointments are not eligible for annual leave benefits as cited in this Handbook under the section on Annual, Military and Administrative Leave Policy for Administrative and Professional Faculty and Faculty on Twelve-Month Contracts. All other benefits remain the same.

H. Requests for retroactive conversions will not be considered.

The Virginia Retirement System (VRS) takes into consideration for retirement benefits the length of service, employee age, and the highest consecutive 36 months salary. In terms of salary, the 36 consecutive months translates into the three highest consecutive annual salaries for a three-year period. The annual employment periods must be consecutive with no breaks between them. Since VRS is using the annual contract amount for each of the three years, any amount added to the AY salary rate will add to the retirement benefit of the faculty member. Retirement benefits in other retirement programs (i.e., TIAA-CREF) are based on contributions. Thus, any extra contributions based on additional summer salary payments will benefit the faculty member's retirement account. The minimum amount needed to participate in the research supported conversion to a 12-month faculty appointment is 1/9 of the academic year salary.
Approved by the provost and vice president for academic affairs
September 5, 2003
Revised July 17, 2006
Policy on Self-Supporting Research Professional Positions

The purpose of this policy is to establish general guidelines for the creation and funding of self-supporting research professional (SSRP) positions that will augment the research program of existing department/schools and colleges and, where applicable, other administrative units. For policies pertaining to research professor, research associate professor, and research assistant professor, see the policy on Academic Rank and Promotion in Rank in the Faculty Handbook.

Operating Guidelines

The following operating guidelines have been developed to encourage the establishment of SSRPs.

The overall responsibility for the establishment and monitoring of the SSRPs rests with the college dean or directors, in case of non-academic units. It is anticipated that the requesting department/school chair or director will prepare a written document for the dean's approval that addresses the following:

a. Name, academic credentials, and research interests of the proposed researcher.
b. Statement of how the proposed researcher's interests augment the academic/research mission of the department/school and college or administrative unit in question.
c. List of current and anticipated funding of the proposed researcher. The department/school chair or director must also make a written assessment of the proposed SSRP's prospects to continue as an ongoing and self-supporting unit. The department/school chair or director also needs to address how non-funded periods will be managed.
d. List of space requirements and start-up costs including a plan to finance same. Any special revenue sharing arrangements also need to be documented.
e. Type of researcher appointment. SSRPs can be established at the Old Dominion University Research Foundation. In such cases, the researcher will be a professional employee of the Research Foundation. If appropriate, the researcher may also have an adjunct faculty appointment at Old Dominion University; however, any such faculty appointment would need to be approved separately by the college dean and the provost. An alternative approach is to employ the researcher through Old Dominion University. However, this would necessitate the researcher receiving a contract and academic rank per the policy on Academic Rank and Promotion in Rank. Under this option, the department/school or college or administrative unit becomes obligated to insure funding of the position for the contract period.

Once the SSRP is approved by the dean or director, the entire request is reviewed by the vice president for research. For SSRPs to be employed by Old Dominion University Research Foundation, the vice president for research makes the determination on whether to establish the SSRP position. For SSRPs to be employed by Old Dominion University, the vice president for research forwards a recommendation on the establishment of the SSRP position to the vice president in question for approval. In these cases, the decision of the vice president is final.

Funding Guidelines and SSRP Indirect Cost Allocation

The sources of funding for SSRPs are research grants and contracts and the indirect costs earned on these agreements. IDC distribution for SSRPs will follow the prescribed formulas for IDC distribution taking into consideration whether the SSRP holds an appointment in an academic department, which follows one formula, or a research center, which follows a different formula.

-Approved by the president
September 21, 1997
Revised July 30, 2003
Revised January 8, 2013

January 2016
Research Review Boards

The university maintains the following four research review boards, which are responsible for approving research proposals involving human subjects, recombinant DNA, radiation safety, and animals.

1. Institutional Review Board - It is university policy that all projects involving risk to human subjects must be approved by the Institutional Review Board. Approval is based on established university, state and sponsoring agency guidelines for the protection of the rights and welfare of subjects at risk.

2. Institutional Biosafety Committee - It is university policy that all research projects involving recombinant DNA and that are considered non-exempt under the NIH "Guidelines for Research Involving Recombinant DNA Molecules" must be approved by the Institutional Biosafety Committee.

3. Radiation Safety Committee - It is university policy that all projects involving radioactive materials must be approved for usage and safety procedure by the Radiation Safety Committee.

4. Institutional Animal Care and Use Committee - It is university policy that all projects involving animals must be approved, in accordance with established university and sponsoring agency regulations, by the Institutional Animal Care and Use Committee.

It is the responsibility of the principal investigator to gain the approval of the appropriate review board(s) prior to the submission of a proposal to a funding agency, or, in the case of unfunded research, prior to engaging in the research activity. The vice president for research is authorized to issue procedures in order to assure that these research policies are implemented in compliance with applicable regulations. Information on the review board policies is available from the Office of Research.

-Approved by the president
October 1, 2003
Revised July 17, 2006
Faculty Research and Development Assignments

A. Purpose
1. The purpose of the research assignment is to enhance the value of faculty members at Old Dominion University, both to the university and to the Commonwealth, by providing assignments of certain faculty members to a semester or a year of productive research related to their respective disciplines and clearly designed to enhance their teaching effectiveness on the undergraduate or graduate level.
2. The purpose of the development assignment is to enhance the value of faculty members at Old Dominion University, both to the university and the Commonwealth, by providing to certain faculty members a semester or a year of structured study in an area in which expertise is needed for the teaching function of the institution and is not otherwise available to the University.
3. The provost and vice president for academic affairs may establish a limit on the number of research and development assignments to be awarded during one semester.

B. Eligibility
1. Any faculty member is eligible to apply for a research or development assignment of one semester or one year provided he or she is a tenured full-time faculty member who has accumulated five continuous years of service at Old Dominion University.
2. A faculty member is eligible to apply for an additional assignment provided that five years of continuous service at the university have elapsed since the return of the faculty member from the awarded research or development assignment. The department chair must certify that the courses normally assigned to the faculty member will be covered by other full-time members of the department during the leave.
3. An exception may be made in the case of a faculty member who has been requested to defer a faculty research and development assignment for the convenience of the university. Such an individual will be eligible for another research or development assignment five years from the completion date of the originally requested assignment period. In order to define clearly the university's position and to protect the interests of the faculty members who are asked to defer the research and development assignment, the provost and vice president for academic affairs must approve in writing and confirm agreements for deferral of research and development assignments for the convenience of the university. Such assignment must have the approval of the department chair (after consultation with the department), the dean, and the provost and vice president for academic affairs.

C. Application Procedures
1. Application for a research assignment should include the following: (a) a detailed proposal outlining the program of research to be undertaken during the research assignment and approved by the chair of the department and the dean of the college; (b) evidence of the faculty member's qualifications for conducting this research, including documentation of previous research accomplishments and publications; and (c) anticipated results of the research assignment, including anticipated publications.
2. Application for a development assignment should include the following: (a) justification in terms of department, college, and university needs in relation to long-term planning; (b) a detailed program for the development study, including evidence that the faculty member has been admitted to a course of study at a college or university, has made arrangements for participation or internship in a relevant organization, or can otherwise demonstrate that the purposes of the assignment can be carried out; and (c) a plan, approved by the chair and dean, on the Faculty Research/Development Assignment Request Form [https://www.odu.edu/content/dam/odu/offices/academic-affairs/docs/research_assignment.pdf] for the establishment or revision of courses in the department that will result from the development activity of the faculty member.
3. Applications for research or development assignments scheduled to begin in the fall semester must be submitted to the provost and vice president for academic affairs at least by January 1 of the previous academic year. Applications for research or development assignments to begin in the spring semester must be submitted to the provost and vice president for academic affairs at least by September 1 of the same academic year.

D. Length of Assignment
1. A faculty member may be granted a research or development assignment of one semester or one full year. A faculty member who is approved for one semester shall be assigned full time to research or development for that period and shall receive regular compensation from the university, provided that he or she accepts no other outside employment during the semester. The department must agree that the courses normally taught by the faculty member can be offered by the department without additional personnel. In other words, the faculty member will
be counted as one full-time equivalent faculty member on the workload analysis, and the department must meet its normal faculty-student ratio as if the faculty member were teaching full time.

2. A faculty member who chooses a one-year research or development assignment shall receive one-half compensation from the university during this period and may accept outside employment provided that the total income during the academic year does not exceed the faculty member's contractual salary. If the faculty member accepts outside employment for more than one-half of the contractual salary, the reimbursement from the university will be adjusted accordingly. If the department is meeting its stipulated faculty-student ratio, one-half of the normal compensation of the faculty member will be available to the department for the employment of additional personnel.

E. Responsibilities

1. Within two months of the termination of a research assignment, the faculty member shall submit to his or her department chair and dean a report on his or her research accomplishments during the assignment. This report, together with the evaluation of the research by the chair and the dean, shall be submitted to the provost and vice president for academic affairs. Twelve months after termination of the assignment, a supplemental report, with copies of publications resulting from the assignment and a report of materials accepted for publication, shall be submitted and evaluated through the same channels.

2. Within two months after the termination of a development assignment, the faculty member shall submit to his or her department chair and dean a report on his or her accomplishments during the assignment, together with transcripts of any course work taken during the assignment and the names of persons with whom the faculty member worked during the assignment who are competent to evaluate the faculty member's achievements. After consultation with these references, the chair and dean will evaluate the success of the development assignment and submit this evaluation to the provost and vice president for academic affairs. Twelve months after termination of the development leave, a supplemental report, evaluating the improvement in the instructional program of the department and the college brought about by the development leave, shall be submitted to the provost and vice president for academic affairs.

3. Any faculty member receiving a research or development assignment must agree to return to full-time teaching and research duties at Old Dominion University for a period of not less than one academic year.

- Revision approved by the president
  May 28, 1996
  Revised December 7, 2009
  Revised May 27, 2011
  Revised March 5, 2013
Guidelines for the Establishment and Operation of Research Centers

1. Those who propose the establishment of a new research center are to prepare a formal plan and submit it through academic and administrative channels. For actual establishment, approval of the plan is needed and commitment is required in writing from the provost and vice president for academic affairs to the effect that a proposed research center is concerned with a subject area that can and is to receive special financial support because of its organizational and conceptual soundness and specific relevance to one or more of the principal goals and/or missions of the university. In the plan or initial justification for a new research center, the topics and ideas expressed in statements 2 through 6 should be addressed.

2. The actual operation of a center must enhance the level of externally funded research activity in some area of importance to the university. A center should be evaluated within three years to determine whether this criterion is being satisfied. It is expected that centers will usually also benefit graduate programs, public service, teaching indirectly, and visibility of the university; however, these advantages are secondary to the main role as a research center.

3. In the plan, the capital and developmental costs must be identified for each of the first three years of operation, indicating the sources of funds from the department, college, university, gifts, and outside funding agencies (as estimated).

4. Typically, a research center is multidisciplinary or interdisciplinary and thus engages in activities that span more than a single academic department.

5. Within the schedule given in the plan, a new research center is to become self-sustaining, i.e., its revenues (external grants and contracts and gifts) are equal to or exceed total expenditures (direct costs and facilities and administration costs).

6. All operations of the center will be supervised by a director who will report to either: the chair of a department in the case of centers whose members are mostly from a single department; the dean of a college in the case of centers whose members are mostly from more than one department in the same college; or the vice president for research in cases where there will be a significant number of the members from two or more colleges. All tenure-track faculty members will have their tenure in an academic department not the center, although funding lines will not be restricted. Centers existing at the time of implementation of this amendment to the policy (May 24, 2005) will either retain their current reporting line or have that line redefined on a case-by-case basis after review by the president, provost and vice president for academic affairs, vice president for research and appropriate dean(s). The president's decision will be final on the reporting line.

- Approved by the vice president for academic affairs
March 20, 1984
Revised March 31, 1989
Revised May 24, 2005
Priority for External Funding on Limited Submissions

In the event that there are multiple faculty who desire to submit a proposal to the same funding agency's program that has limitations imposed on the number of proposals from an institution, strategic decisions will be necessary. Participants in the decision-making process will include the deans of the relevant colleges and the vice president for research. Certain background information may be requested of the faculty and deans to facilitate decision-making and an attempt will be made to do so in a timely manner with respect to the deadline for proposal submission. Final determination will rest with the vice president for research.

- Approved by the president
  April 4, 1985
  Revised July 17, 2006
Export Control Policy
(University Policies and Procedures, #5340)

The policy can be found at the following link:
http://ww2.odu.edu/ao/polnproc/pdfs/5340.pdf
Summer Research Fellowship Programs

A. Purpose and Eligibility
   The University provides a number of fellowship awards for returning tenured and tenure-track faculty for summer research. The awards are made available through the Office of the Vice President for Research.
   1. The primary purpose of the awards is to provide support and encouragement for non-tenured, tenure-track faculty members who are initiating programs.
   2. In special cases, up to 20% may be awarded to tenured faculty members initiating new research careers or developing new research programs.
   3. Awards are given for projects that are designed to ultimately attract outside funding and for those traditional scholarly endeavors and creative activities basic to the goals of the University.
   4. Faculty may apply for a research fellowship more than once, but repeat or successive awards will rarely be given within four years.
   5. The awards, which carry a stipend and an allowance for justified expenses, are not intended as continuing sources of support.
   6. The Vice President for Research sends out the call for submission of proposals to all faculty.

B. Review and Approval Procedures
   1. All proposals are evaluated and ranked on the basis of merit.
   2. A faculty member can submit only one proposal, either as PI or Co-PI.
   3. Faculty submitting proposals must not be a part of the review and evaluation process, either at the department, college, or University levels.
   4. Proposals are submitted to the department chair for review and evaluation. The chair forwards the proposal with recommendation to the college research committee or to the dean's office in the absence of a college committee.
   5. The college committee, or the dean's office in the absence of a college committee, reviews all proposals for the academic college and evaluates and ranks them in priority noting strengths and weaknesses. The proposal, department chair's recommendation and rankings, and the committee's ranking and recommendations if applicable are forwarded to the dean.
   6. The dean completes an independent review and ranking and forwards all documents to the Faculty Senate Scholarly Activity and Research Committee with a copy to the Office of Research.
   7. The Faculty Senate Committee makes recommendations to the Vice President for Research, who awards the fellowships.

C. Responsibilities
   1. Successful applicants are expected to devote a minimum of eight consecutive weeks exclusively to the project during the summer following the award. The department chair has the responsibility to ensure that any teaching duties are not simultaneous with the eight-week research period.
   2. During the semester following their awards, successful applicants must make a Progress Report to the Office of Research.
   3. Those making satisfactory progress toward publication and/or securing outside funding may apply for additional funds for travel to meet with an external funding agency. When results are published, fellowship recipients are expected to acknowledge the support of the University.

D. Any exceptions to this policy must be made by the Vice President for Research.

- Approved by the president
  December 1984
  Revised June 8, 1987
  Revised April 19, 1991
  Revised September 26, 1995
  Revised July 17, 2006
  Revised August 25, 2011

January 2016
Research Foundation

The Old Dominion University Research Foundation is a corporation under contract with the university for management of fiscal and administrative matters related to externally funded research and other sponsored programs. In this regard, the Foundation serves as an agent for the university and this service encompasses its mission. The Research Foundation provides a broad range of services to the university community. Among them are proposal submission, assistance in budget preparation, receipt and fiscal management of funds for sponsored projects, hiring and procurement, financial compliance monitoring, and reporting. Any requirements for security clearance of faculty or staff for the purpose of meeting the needs of sponsored programs are also managed by the Foundation.

The vice president for research and the Research Foundation executive director work closely to assure that administration of the university research enterprise is efficient and well organized. They are responsible for coordinating university policies regarding the conduct of research and Research Foundation procedures on managing sponsored programs.
The Research Foundation office is physically maintained on or in close proximity to the campus to facilitate its service role.
V. LEAVE AND BENEFIT POLICIES

University Policies

Annual Leave Policy for Administrative and Professional Faculty and Eligible Instructional and Research Faculty on 12-Month Contracts
(Board of Visitors Policy, #1491)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1491.pdf
Sick Leave Policy
(Board of Visitors Policy, #1430)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1430.pdf
Civil and Administrative Leave
(Board of Visitors Policy, #1433)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1433.pdf
Military Leave
(Board of Visitors Policy, #1431)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1431.pdf
Bone Marrow and Organ Donor Leave
(Board of Visitors Policy, #1434)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1434.pdf
Emergency/Disaster Leave
(Board of Visitors Policy, #1435)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1435.pdf
Recognition Leave
(Board of Visitors Policy, #1436)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1436.pdf
School Assistance and Volunteer Service Leave
(Board of Visitors Policy, #1437)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1437.pdf
Lactation Support Policy
Board of Visitors Policy, #6052

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6052.pdf
Leave of Absence Without Compensation
(Board of Visitors Policy, #1432)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1432.pdf
Telework Policy
(University Policy, #6202)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6202.pdf
Tuition Assistance Policy
(University Policies and Procedures, #6400)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6400.pdf
Policy for Faculty Development Funds

Funds to support faculty development will be made available through the Office of the Provost and Vice President for Academic Affairs. These funds are for the purpose of improving the quality of instruction at Old Dominion University. The awards are available to all full-time faculty who are not on a terminal contract.

After evaluation and signature by the department chair and dean, the Office of the Dean should submit a copy of the faculty member's proposal to the Faculty Senate's Faculty Status Committee. The committee's recommendations for awards will be based on overall evaluations of competing proposals. The committee will forward its recommendations, along with the evaluation of the chair and dean, to the vice provost for final review, evaluation, and determination.

The following list provides some suggestions for funding, but it should not be considered exhaustive.

1. Reimbursement of expenses for workshops on teaching effectiveness.
2. Reimbursement of expenses for workshops which will make the faculty member proficient in some area and which subsequently may lead to course development.
3. Summer stipends, which will not exceed those awarded for summer research grants, to support faculty self-study, development of instructional materials such as videos, course paks and workbooks, development of innovative educational approaches, or significant program curriculum revision.
4. Reimbursement of expenses for guest speakers and/or consultants as related to classroom instruction.

Faculty development funds cannot be used to support faculty attendance or presentations at conferences.

- Approved by the president
  December 13, 1991

January 2016

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Participation in Learned Societies

The university recognizes the necessity of attendance at professional meetings and its effect upon the enhancement of good teaching and related activities. Every effort is made to have funds available to faculty members for this purpose.

-Approved by the provost and vice president for academic affairs

July 1, 2003
Fee Waivers for Full-time Faculty, Staff and Dependents
(University Policy, #3111)

The policy can be found at the following link:
http://ww2.odu.edu/ao/polnproc/pdfs/3111.pdf
Federal and Commonwealth Policies

Virginia Sickness and Disability Program

This program applies to full-time faculty who elected the Virginia Retirement System and enrolled in the Virginia Sickness and Disability Program (VSDP). The VSDP provides short-term and long-term disability coverage when a faculty member incurs an extended illness or injury. The program also provides eight to ten days of regular sick leave and four to five days of family and personal leave per calendar year, based on length of service.

Short-term disability benefits begin after a seven-calendar-day waiting period. On the eighth calendar day, after medical certification by the VSDP administrator, short-term disability benefits provide an income replacement of 60, 80 or 100 percent for a maximum of 125 workdays. The exact number of days of each income replacement percentage depends on the faculty member's length of state service.

Long-term disability benefits begin after a 180-calendar day waiting period, which begins on the day following the commencement of the disability. Long-term disability benefits provide an income replacement of 60 percent.

The use of leave under the VSDP must be reported on a pay-period basis in Banner Web Time Entry (WTE) by the established payroll deadlines. Leave is reported in one hour increments. Please refer to the VSDP Reporting Procedures and the Quick Reference for Employee Self Service - Leave Reports on Payroll's web page.

When a faculty member becomes ill or injured, and expects to be unable to work for more than seven calendar days, the VSDP administrator must be contacted at 1-800-652-5602 to certify the absence with the treating physician and to notify the university what level of benefit to provide.

Detailed information concerning the VSDP is provided in the Virginia Sickness and Disability Program Handbook, which is distributed by the Department of Human Resources to each participant in the VSDP. Please contact the benefits manager at ext. 4760 for additional information.
Family and Medical Leave Act Policy

(University Policies and Procedures, #6050)

I. Purpose
The purpose of this policy is to provide an effective means for administering the Family and Medical Leave Act of 1993 (FMLA) and to ensure compliance.

II. Authority
Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

The Federal Family and Medical Leave Act of 1993 (FMLA)
Commonwealth of Virginia Department of Human Resource Management Policy #4.20, Family and Medical Leave

III. Definitions

**Active Duty or Call to Active Duty Status** – Active duty in the Regular Armed Forces or duty under a Federal call or order to active duty (not a State call to active duty unless by order of the President of the United States) in support of a contingency operation pursuant to specific enumerated provisions of Section 688 of Title 10 of the United States Code or deployment to a foreign country. A call or order to active duty is only made to members of the National Guard or Reserve components or a retired member of the Regular Armed Forces or Reserves.

**Child** – A biological, adopted or foster child, a step child, legal ward, or a child of a person standing in place of the parent. The child must either be under age 18 or be age 18 or older and incapable of self-care because of a mental or a physical disability.

**Covered Service Member** – For purposes of military caregiver leave, a covered service member is a current member of the Regular Armed Forces, National Guard, or Reserves, including those on the temporary disability retired list, but not including former members or members on the permanent disability list. Also covered are veterans who have served on active duty and, within five years of serving, are undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred while on active duty or because active duty aggravated an existing or preexisting injury or illness. The covered service member must be receiving medical treatment or oversight by a Department of Defense or Veterans Affairs health care provider or by a Department of Defense TRICARE network or non-network authorized private health care provider.

**Eligible University Employees** - Those employed for at least 12 months by the University or the Commonwealth of Virginia in the past seven years and who have worked at least 1,250 hours during the 12-month period prior to the leave request. (NOTE: The required 1,250 hours do not have to be worked during consecutive months. However, the 1,250 hours of work requirement applies to the 12 months immediately preceding the start of the leave.) Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University.

**Employee Benefits** – All benefits provided by the University to eligible employees including annual and sick leave, group life insurance, health insurance, retirement contributions and tuition assistance.

**Family and Medical Leave** – Leave without pay (or use of an employee's accrued leave) for up to 12 or 26 workweeks during a designated 12-month period for the reasons stated in this policy in conformance with the Federal FMLA.

**Health Care Provider** – Health Care Provider includes the following:
- Doctors of medicine or osteopathy who are authorized to practice medicine or surgery (as appropriate) by the state in which the doctors practice;
- Any other person determined by the Secretary of the Department of Labor to be capable of providing health care services; and
- Others capable of providing health care services to include only podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, physician assistants, and nurse-midwives authorized to practice in the State and performing within the scope of their practice as defined under State law.

**Immediate Family Member** – An employee's child, spouse, parent or “next of kin.”

**Military Caregiver Leave** – Up to 26 weeks of leave may be taken during a single 12-month period to care for a covered service member. The single 12-month period is measured forward from the date the leave begins.

**Next of Kin** – The closest blood relative of the injured or recovering military service member. The next of kin is only eligible for FMLA entitlement and benefits protection for military caregiver leave.
Parent – Biological parent or individual who stood in place of the parent of the employee and was charged with the duties and responsibilities of the parent. The term does not include a parent-in-law.

Qualifying Exigency – A non-medical activity that is directly related to the covered military member's active duty or call to active duty status. For an activity to qualify as an exigency, it must fall within one of seven categories of activities or be mutually agreed to by the supervisor and the employee.

The seven categories of qualifying exigencies are short-notice deployment, military events and related activities, certain temporary childcare arrangements and school activities, financial and legal arrangements, counseling by a non-medical counselor, rest and recuperation, and post-deployment military activities.

Serious Health Condition - An illness, injury, impairment, or physical or mental condition that requires either inpatient care in a hospital, hospice or residential medical care facility, or “continuing treatment” by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in daily activities.

Whether such a condition causes an “incapacity” for FMLA leave is: (a) measured by the duration of the incapacity itself (more than three full consecutive calendar days); (b) requires in-person treatment by a health care provider at least once within seven days of the first day of incapacity; and (c) requires either a regimen of continuing treatment initiated by the health care provider during the first treatment or a second in-person visit to the health care provider for treatment (the necessity of which is determined by the health care provider) within 30 days of the first day of incapacity.

A chronic condition is one that: (a) requires visits for treatment by a health care provider at least twice a year; (b) continues over an extended period of time; and (c) may cause episodic incapacity rather than a continuing period of incapacity.

Spouse – The husband or wife of the employee as recognized under the laws of the Commonwealth of Virginia for the purpose of marriage.

Web Time Entry (WTE) - A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

IV. Scope

This policy applies to all eligible employees of the University. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University.

V. Policy Statement

Old Dominion University complies with the Family and Medical Leave Act of 1993 and provides eligible employees with up to 12 weeks of unpaid, job-protected family or medical leave for the birth, adoption, or foster care of a child; because the employee is needed to care for a family member (child, spouse or parent) with a serious health condition; or because the employee's own serious health condition makes him or her unable to do his or her job. FMLA also provides for specific military family leave rights related to military service.

VI. Procedures

BASIC FAMILY AND MEDICAL LEAVE ENTITLEMENT

Eligible full-time faculty and staff may request up to 12 weeks (60 workdays or 480 work hours) of unpaid, job-protected leave during any 12-month period for the following circumstances:

• birth of a child and to care for that child,
• placement of a child for adoption or foster care and to care for the newly placed child,
• to care for a spouse, child or parent with a serious health condition,
• serious health condition of the employee that makes the employee unable to perform his/her job.

Certain kinds of paid leave, according to applicable University leave policies, will be substituted for unpaid leave. (See the section of this policy on “Use of Paid Leave.”)

FMLA for Eligible Part-time Employees – Eligible part-time employees may take up to 12 weeks of family and medical leave for the reasons listed above. Actual hours taken will be counted on a pro-rated basis corresponding to the percentage of hours they normally are scheduled to work during a year.

FMLA for Eligible Wage Employees – Eligible wage employees may take up to 12 weeks of family and medical leave for the reasons listed above. Actual hours taken will be counted on a pro-rated basis corresponding to the percentage of hours they are normally scheduled to work during the 365-day period prior to the date family and medical leave is scheduled to begin.

MILITARY FAMILY LEAVE ENTITLEMENT

Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the Regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week (60
workdays or 480 work hours) leave entitlement to address certain qualifying exigencies. Qualifying exigencies may
include attending certain military events, arranging for alternative childcare, addressing certain financial and legal
arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special military caregiver leave entitlement that permits an eligible employee who is
the spouse, son, daughter, or next of kin of a covered service member who is recovering from a serious illness or
injury sustained in the line of duty while on active duty to use up to 26 weeks (130 workdays or 1040 work hours) of
leave in a single, 12-month period to care for the service member. This leave is only available once and is combined
with all other FMLA leaves that year limiting FMLA for all purposes to 26 weeks during a 12-month period.

Certain kinds of paid leave, according to applicable University leave policies, will be substituted for unpaid
leave. (See the section of this policy on “Use of Paid Leave.’)

Eligible employees taking leave under the FMLA have a guaranteed right to return to their same jobs or to
a job with equivalent status and pay. Health benefits must continue during the leave at the same level and conditions
as if the employee had continued to work.

ELIGIBLE UNIVERSITY EMPLOYEES
All full-time faculty, administrative and professional faculty and classified staff employed at the University
or the Commonwealth of Virginia for at least 12 months in the past seven years and who have worked 1,250 hours
during the 12 months before the start of the FMLA leave are eligible.

Wage employees and part-time faculty who have been employed by the University or the Commonwealth
of Virginia for at least 12 months in the past seven years and who have worked 1,250 hours during the 12 months
before the start of the FMLA leave are eligible.

TWELVE-MONTH FMLA LEAVE YEAR
The FMLA Leave Year for classified and hourly employees is January 10-January 9. For faculty, administrative
and professional faculty, adjunct faculty and those employees applying for military caregiver leave, the FMLA Leave
Year is a rolling 12-month period measured backward from the date an employee begins an FMLA-approved leave.

USE OF PAID LEAVE
The University will require employees eligible for paid leave to use accrued paid leave at the beginning of
the 12-week FMLA-approved leave period or the 26-week FMLA-approved military caregiver leave period.
The types of paid leave that may be used are based on the applicable State and University leave policies. Wage employees
and part-time faculty are ineligible for paid leave.

SPOUSES EMPLOYED BY THE UNIVERSITY
If both spouses work for the University, they are eligible for an aggregate of 12 weeks of leave per 12-month
period for birth, for placement for adoption or foster care, or to care for a sick parent. However, if leave is for a
seriously ill spouse or child or for the employee's own serious illness, the husband and wife are each entitled to a
12-week period.

EMPLOYEE RESPONSIBILITIES
An employee must give 30 days advance written notice to the supervisor of the need to take FMLA leave
when it is foreseeable for the birth or placement of a child for adoption or foster care or for planned medical treatment.
When it is not possible under the circumstances to provide advance notice, the employee must notify the supervisor
according to the University's and/or department's usual and customary leave of absence notification requirements.
The employee must provide sufficient information depending on the situation for the University to reasonably determine
whether FMLA may apply; calling in sick is inadequate to obtain FMLA protection. The employee must also notify
the Absence Programs Coordinator in the Department of Human Resources. The employee's adult relative, spouse,
attorney or health care provider may also notify the supervisor and/or the Absence Programs Coordinator of the
employee's need for FMLA leave.

If an employee takes leave based on planned medical treatment for the employee or the employee's child,
spouse or parent, the employee must consult with the supervisor in advance and make reasonable efforts to schedule
the treatment to minimize disruptions to the department's operations.

The employee must notify the supervisor as soon as practicable about any changes to the leave dates.
The employee is responsible for ensuring that the health care provider completes the required certification
of the employee's or family member's serious health condition to be eligible for FMLA coverage. The employee is
also responsible for reporting leave taken in WTE or the appropriate reporting method for his/her leave status as
required by the Payroll Office.

SUPERVISOR'S RESPONSIBILITIES
Supervisors and managers are responsible for notifying the Absence Programs Coordinator in the Department
of Human Resources immediately upon request for or notification of an employee's FMLA leave. The Department
of Human Resources will provide formal notification to the employee. Additionally, supervisors must approve intermittent leave work schedules. The Department of Human Resources must be notified of any change in the employee's status as soon as the supervisor is notified. The supervisor is responsible for timely submittal via WTE of leave taken by classified employees and faculty in VSDP.

DEPARTMENT OF HUMAN RESOURCES RESPONSIBILITIES
The Department of Human Resources is responsible for administering the University's FMLA policy. Responsibilities include notifying all employees of the FMLA policy, designating FMLA coverage, and maintaining all related documents and forms. The Absence Programs Coordinator in the Department of Human Resources, upon receiving notice of a request for FMLA leave, is responsible for issuing the notice of eligibility and rights and responsibilities under FMLA to the employee within five business days (absent extenuating circumstances). The Absence Programs Coordinator will provide the employee with the health care provider or military family leave certification forms and issue the designation notice of FMLA leave to the employee within five business days after receiving enough information to determine if the absence qualifies for FMLA, absent extenuating circumstances.

SERIOUS HEALTH CONDITION CERTIFICATION
A request for leave due to a serious health condition must be supported by a certification from the employee's or family member's health care provider. The certification should include:

- the date on which the health condition began and the probable duration of the employee's present incapacity
- the medical facts regarding the "serious health condition" information as to whether it will be necessary for the employee to work intermittently or on a less than full schedule or if the employee is unable to perform work of any kind as a result of the condition (i.e., is the employee unable to perform any one or more of the essential functions of the employee's job?)
- if the condition is a chronic condition or pregnancy, a statement as to whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity
- a statement as to whether additional treatments will be required for the condition and an estimate of the probable number of such treatments

The certification for a family member should include a statement from the health care provider that the employee is needed to care for the family member with a serious health condition and should identify the serious health condition, the probable duration of care, and indicate which of the following the employee will be providing:

- assistance with basic medical or personal needs
- transportation
- psychological comfort

The medical certification should be provided within 15 calendar days of the request to use FMLA leave. The Absence Programs Coordinator will provide the employee with the certification form for the health care provider to complete.

Re-certifications may be requested every six months in connection with an absence. A re-certification may also be requested at any time if an extension to leave is requested, if there is a significant change such as a pattern of absences before/after scheduled days off or longer duration of absences than specified on certification for most recent two or more episodes of incapacity, and if the University receives information casting doubt on the stated reason for the absence.

The Absence Programs Coordinator, a University HR professional, or a management official (but not the employee's immediate supervisor) may contact the employee's health care provider directly to authenticate and/or clarify the certification or re-certification.

If the employee's health care provider will not complete the certification or provide subsequent clarification of it without a HIPAA authorization from the employee, the University cannot require the employee to provide the HIPAA consent. However, the employee will lose FMLA protection if the certification is not submitted in a timely manner because of failure to provide the HIPAA consent.

Time off may be designated retroactively as FMLA leave once the University has enough information to determine the qualifying reason for the leave.

Second and Third Opinions – The University may require, at its expense, a second opinion from its designated or approved health care providers. (This health care provider cannot be one who is employed by the University on a regular basis.) When the second opinion differs from the first, the University may, at its expense, require a third opinion from a health care provider designated or approved jointly by the employee and University. The opinion of the third health care provider shall be considered final and binding upon the University and the employee.

The University may require an employee to report periodically during the leave period on his or her leave status and intention to return to work and to provide subsequent re-certifications on a reasonable basis.
Employees who have been absent due to their own illness may be asked to provide a medical release statement confirming their fitness for duty or return to work and their ability to perform the essential functions of their job from their health care provider. This requirement will be noted on the FMLA Designation Notice Form provided by the Department of Human Resources.

**MILITARY FAMILY LEAVE CERTIFICATION**

**Military Exigency Leave** – Two different types of certification for military exigency leave are required. One is a certification that the covered service member is a member of the Regular Armed Forces, National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation or deployment to a foreign country. A copy of the Regular Armed Forces member's active duty military identification card or for National Guard or Reservists a copy of active duty orders will contain the necessary information. Once the employee furnishes the certification, the University may not require the same certification again for subsequent absences related to the same active duty of that particular service member. The other certification is a statement from the employee (including available written support documentation) about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member. The University has developed a certification form for this purpose and the employee must provide the required certification within 15 calendar days, absent unusual circumstances.

**Military Caregiver Leave** – Information from the health care provider and from the employee and/or covered service member or veteran is required to support military caregiver leave. The certification will address the service member's military status (for veterans a copy of the DD-214) and care to be provided, along with a medical certification completed by the authorized health care provider. The University has developed a certification form for this purpose and the employee must provide the required certification within 15 calendar days, absent unusual circumstances.

Time off may be designated retroactively as FMLA leave once the University has enough information to determine the qualifying reason for the leave.

**INTERMITTENT LEAVE**

An employee may take leave intermittently (take a day or days periodically when needed) or use leave to reduce the work day or work week, resulting in a reduced work schedule. The supervisor must approve these variations. The supervisor and employee should agree on work schedules during intermittent leaves or reduced schedule time periods.

Medical certification for intermittent leave should include the following information:

- a statement confirming the necessity for intermittent leave;
- the planned duration of the medical treatment;
- the expected dates for the medical treatment.

The supervisor may request medical certification to verify that the actual work hours or days missed were medically necessary.

The employee may be reassigned to an alternative position that could accommodate better the use of an intermittent leave schedule when the use of leave is foreseeable based on the planned medical treatment. An employee on unforeseeable intermittent leave cannot be transferred to an alternative job.

**BENEFITS AND JOB PROTECTION**

The University will continue to provide health insurance coverage under its group health plan during the leave period at the same level and conditions as if the employee had continued to work. The University will continue to pay its portion of the health care premium.

The employee's portion of the health care premium will continue to be deducted from the paycheck while the employee is on a paid leave status. If the employee is on leave without pay, then he or she will need to submit a personal check to the Payroll Office for his/her health care premium portion. All applicable insurance premiums are due to the Payroll Office by the fifth of the month for the current month's coverage. Failure to make payment within 30 days will result in termination of coverage. Employees should consult with the Department of Human Resources' Benefits Staff regarding how to make any necessary payments.

The University will continue to pay life insurance premiums while employees are on FMLA. Leave is not accrued during any period of leave without pay. Retirement contributions will be made for any pay period in which qualifying compensation has been received by the employee.

**RESTORATION TO POSITION**

The University will place faculty or staff who return from leave under the FMLA in their same jobs unless extenuating circumstances occur. Should extenuating circumstances occur, faculty or staff returning from leave under the FMLA will be placed in an equivalent position. The standard of equivalence requires comparability and correspondence to duties, terms, conditions and privileges of the employee's previous position.
The University may deny restoration if it can be shown that the employee would not have been employed at the time reinstatement is requested (i.e. the employee would have been laid off).

**MANAGEMENT OF FMLA RECORDS**

The Department of Human Resources is responsible for the management of FMLA records, which includes the maintenance, retention and preservation of FMLA records. Records must be retained for at least three years. Records and documents relating to medical certifications or re-certifications of employees or employees' family members are to be maintained in separate files/records and treated as confidential medical records except:

- supervisors and managers may be informed regarding necessary restrictions on work duties and necessary accommodations;
- first aid and safety personnel may be informed (when appropriate) if the employee’s physical or medical condition might require emergency treatment; and
- government officials investigating compliance with FMLA (or other pertinent law) shall be provided relevant information upon request.

**VII. Responsible Officer**
Vice President for Human Resources

**VIII. RELATED INFORMATION**
Federal Fair Labor Standards Act
University Faculty Leave Policies and Procedures
Board of Visitors Policy 1430: Sick Leave Policy
Board of Visitors Policy 1431: Military Leave Policy
Board of Visitors Policy 1432: Leave of Absence Without Compensation
Board of Visitors Policy 1433: Civil and Administrative Leave Policy
Board of Visitors Policy 1434: Bone Marrow and Organ Donor Leave Policy
Board of Visitors Policy 1435: Emergency/Disaster Leave Policy
Board of Visitors Policy 1436: Recognition Leave Policy
Board of Visitors Policy 1437: School Assistance and Volunteer Service Leave Policy
Department of Human Resource Management Leave Policies

- Approved by the president
August 5, 1993
Revised August 24, 1995
Revised January 23, 1998
Revised October 2, 2009
Revised June 24, 2010
Payroll Deductions

Income Tax Withholding

The federal income tax is a pay-as-you-go tax. This means the tax must be paid as income is earned or received during the year. As a wage earner at Old Dominion University, federal income tax must be paid by having it withheld from one’s pay during the year. The withholding is based on the number of allowances claimed when Form W-4, Employee’s Withholding Allowance Certificate, and Form VA-4, Employee’s Virginia Income Tax Withholding Exemption Certificate, are filed with the university Payroll Office.

If the number of withholding allowances an individual is entitled to claim through payroll deductions decreases to fewer than the number claimed on their current Form W-4 or Form VA-4, a new W-4 or VA-4 must be filed within 10 days.

All income is subject to withholding for federal and state taxes with the exception of certain special classes as indicated in the Internal Revenue Service Employer’s Tax Guide and Employer’s Supplemental Tax Guide. Additionally, the Tax Reform Act of 1986 imposed a penalty for underpayment of tax liability beginning in calendar year 1987. Employees must pay (either through withholding or estimated tax payments) 90% of their current year tax liability to avoid penalties.

Social Security Tax

The contribution rate for employees is 7.65 percent subject to the maximum taxable earnings. For faculty earning in excess of the maximum taxable earnings, 1.45 percent is contributed for Medicare hospital insurance. Each covered employee, regardless of age, must contribute.

Fringe Benefits

The university Department of Human Resources is responsible for the benefits enrollment and counseling of faculty. The wide range of employer-paid and optional benefits programs is discussed below. Current benefits program information is available on the Human Resources section of the university’s web page.

Faculty who have been eligible for benefit programs and who terminate their service to the university may continue some of their benefits. The faculty member should arrange an exit interview with the university benefits manager to discuss benefits continuation. This interview should occur during the final month of the faculty member's contract.

Virginia Retirement System

Full-time teaching, administrative and professional faculty on one-year appointments are eligible to participate in the Virginia Retirement System (VRS). Part-time salaried teaching, administrative and professional faculty on one-year appointments in positions approved for minimum of 0.5 FTE “time and effort” are eligible to participate in the Virginia Retirement System.

In addition to the federal Social Security program, the state provides a retirement plan to each eligible employee. The contribution to this program is paid by the university. The Virginia Retirement System is a defined benefit plan with a five-year vesting period. Additional information is available from the university Department of Human Resources or from the Virginia Retirement System.

Upon service retirement, several options for retirement benefits are available at the discretion of the employee. Additional information is available from the university Department of Human Resources or from the Virginia Retirement System.

Optional Retirement Plans

Full-time teaching, administrative and professional faculty appointed for at least one year may elect to participate in the optional retirement plans instead of the Virginia Retirement System. Optional Retirement Plans are defined contribution plans. New faculty members must decide within 60 days which retirement plan they will join. Regardless of the retirement plan, Optional Retirement Plan members must also participate in the group life insurance program provided by the Virginia Retirement System. Part-time salaried teaching, administrative and professional faculty on one-year appointments in positions approved for minimum of 0.5 FTE “time and effort” are eligible to participate in the Optional Retirement Plan.
Virginia Retirement System Group Term Life Insurance

New faculty who are appointed full time for one year are automatically enrolled in the group life insurance program. Premiums are paid by the university. The amount of life insurance (natural death benefits) is equal to the amount of annual salary rounded up to the next higher thousand, and then doubled. An amount equal to four times salary is payable in the event of accidental death. Coverage is also provided for accidental dismemberment.

Part-time salaried teaching, administrative and professional faculty on one-year appointments in positions approved for minimum of 0.5 FTE “time and effort” are eligible to participate in the Virginia Retirement System Group Life Insurance Program.

If group life insurance coverage exceeds $50,000 for natural death, the premiums paid by the university will be considered as income for federal, state and FICA tax purposes.
Optional Benefits Through Payroll Deduction
The university offers a comprehensive optional benefits program for full-time faculty. Information on any of these programs is available by contacting the university Benefits Manager in the Department of Human Resources.

Health Insurance Benefits
Full-time teaching, administrative and professional faculty appointed for one year are eligible for health insurance benefits. Health insurance is provided under the Commonwealth of Virginia Group Health Care Plans. New faculty enrollment or transfer of existing coverage must be arranged through the university Department of Human Resources. New faculty applications for participation must be completed and received by Human Resources within 31 days of the employment contract begin date.

The state offers Commonwealth of Virginia Care (COVA Care) as the statewide plan which provides an expanded network of Blue Cross Providers worldwide and in all 50 states. COVA Care is a basic plan with additional coverage options available. There is one regional plan, Kaiser Permanente, which is an HMO and is available in the Northern Virginia area. Detailed information is available in Member Handbooks and from the Department of Human Resources.

Pre-Tax Program
Faculty enrolled in a health care plan and paying a monthly premium are enrolled in the Pre-tax Program. This program is based on Section 125 of the Internal Revenue Code which permits employees to pre-tax their portion of the health care premium. The health care premium is deducted from gross pay before taxes are calculated.

Flexible Spending Accounts
Another option to consider for pre-tax deductions is participation in flexible spending accounts. Two flexible spending accounts are available: medical reimbursement and dependent care reimbursement. New faculty may enroll in dependent care reimbursement within 31 days of employment. Contact the Department of Human Resources for enrollment information.

Health Insurance Coverage
Returning faculty members on the 10-month/20-pay cycle must maintain continuous health insurance coverage through the summer months (June and July) to avoid any break in coverage. Premiums must be paid according to the University Payroll Office procedures, which typically involve deducting the payments from the May paydays. Nonreturning faculty members’ coverage expires July 31. Faculty who are separating or retiring should contact the university Benefits Manager for information regarding conversion or change of status coverage.

Tax Sheltered Annuities
Old Dominion University offers faculty the opportunity to participate in a voluntary tax sheltered annuity (TSA) program. TSAs offer a tax effective way to invest a portion of income through payroll deduction, and these savings can accumulate to substantial sums through the years. The maximum annual amount faculty may contribute to a TSA is determined by age. Because TSAs are tax advantaged, they have maximum contribution limits and IRS pre-retirement withdrawal penalties. Contact the university Benefits Manager for information on the companies authorized to offer tax sheltered annuities and enrollment information.

Deferred Compensation Plan (DCP)
All state employees are eligible to participate in the Deferred Compensation Plan administered by the Virginia Retirement System. The plan enables participants to take advantage of federal and state tax breaks and supplement retirement income.

If hired or rehired in a salaried state position effective on or after January 1, 2008, participation in the Commonwealth of Virginia 457 Deferred Compensation Plan is automatic, unless the employee enrolls in and contributes to a 403(b) tax sheltered annuity. If new employees do not wish to participate in the 457 Plan, notification must be made to opt out within 90 days of receiving a PIN from Great-West, the Commonwealth of Virginia's DCP program administrator. Please contact the university Benefits Manager for more information.
Employer Cash Match Program

The Employer Cash Match Program is a 401(a) defined contribution plan. Full-time faculty enrolled in a TSA or the Deferred Compensation Plan may be eligible to receive a university contribution to a cash match account. Contact the university Benefits Manager for information.

Optional/Additional Life Insurance

The Virginia Retirement System offers additional life insurance coverage on insured full-time faculty and their spouse or children. New faculty have 31 days from their contract begin date to apply for VRS optional life insurance. Other companies also offer additional life insurance. Premiums can be payroll deducted.

Short-Term Disability Insurance

This type of insurance provides faculty with short-term disability payments for up to one year. It provides additional income for any off-the-job accident, at-home illness, hospitalization or cancer therapy. This coverage provides income regardless of any other type of medical coverage faculty may have selected, and all plans offer employee only and/or family coverage. Contact the university Benefits Manager for provider information.

Long-Term Disability Insurance

Full-time faculty may elect to enroll in the long-term disability insurance program. Enrollment must be selected within 31 days of the contract begin date. Benefits are payable to a member after 180 days of disability with payments of 60 percent of monthly salary, not to exceed $5,000 monthly, beginning with the seventh month of disability. Annual premium payments are paid by payroll deductions concurrent with the normal teaching faculty contract schedule. Effective coverage continues through the summer months if the faculty contract is renewed.

Personal Accident Insurance

Personal accident insurance covers accidental death and dismemberment in principal values from $25,000 to $150,000 in $25,000 increments. Faculty spouses and dependent children may also be covered for a proportionate increase in premium. Payroll deductions are made concurrent with the normal teaching faculty contract schedule.

Long-term Care Insurance

Long-term care insurance is offered to full-time faculty, their spouses, parents, and parents-in-law. Faculty enrolling within 31 days of their contract begin date do not have to complete a health care questionnaire. Long-term care is the care needed to assist someone with day-to-day functions such as dressing, eating, and transferring due to medial problems caused by illness or injury. Coverage includes nursing home care as well as in-home services. Contact the university Benefits Manager for provider and enrollment information.

Prepaid Legal Assistance Plan

Faculty may choose to participate in a prepaid legal program available through local law firms. Group rates are available and the plan covers legal matters such as simple will preparation, real estate transactions, traffic violations and civil matters. Election to participate must be made within 31 days of the contract begin date.

Changing Beneficiaries

The enrollment forms that faculty complete for Virginia Retirement System group life insurance coverage and optional benefits programs typically require the designation of a beneficiary. It is important to keep beneficiary information current in case living situations change due to divorce, death, or marriage.
Workers' Compensation

Faculty are protected in case of on-the-job accidents and injuries by the State Workers' Compensation Act. Any injuries, including those not requiring treatment, should be reported to the department chair and to the Department of Human Resources. If treatment is required, either at the time of the accident or later, the Department of Human Resources, as well as the department chair must be notified. Injured faculty members must select a treating physician from a panel of approved physicians. The faculty member must file a report with the Department of Human Resources as soon as possible but no later than 30 days after the incident. Failure to report an accident or injury could result in loss of benefits. Once a claim has been established, the faculty member will be paid for medical expenses and lost work time according to relevant provisions, and based on treating physician certification.
Child Support Withholding Disclosure

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 $5.00 per 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.
Liens and Garnishments

Tax liens and garnishments must be honored in accordance with the State garnishment law and the federal Wage Garnishment Act. A garnishment or lien is the result of a legal procedure through which part of salary is required to be withheld for the payment of a debt. In accordance with current law, a fee is charged for the costs associated with the collection and disbursement of garnishments, tax liens and child support orders. The fee applies to full-time and part-time faculty and staff. For information on the fee structure, contact the university Payroll Office.
Unemployment Compensation

Full-time faculty who have been terminated involuntarily may be eligible for unemployment compensation. Questions concerning unemployment compensation may be directed to the university human resources officer.
Insurance

Personal Property Insurance

The university provides no insurance on personal effects of its employees unless the personal property is specifically included in the employment agreement.

Any faculty member who wishes such coverage should investigate the addition of a "scheduled personal property endorsement" to his or her homeowner's policy for specific coverage on property kept at the university. In some cases a special "personal articles" floater policy may be preferred in place of an endorsement.

Liability Insurance

The Commonwealth of Virginia is currently protected under a self-insurance program to provide liability coverage to all agencies as set forth in Section 2.1-191.11 of the Code of Virginia.
VI. OTHER INFORMATION

Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 makes it the responsibility of Old Dominion University to verify the identity and employment eligibility of all new employees. In order to comply with the provisions of the Immigration Reform and Control Act, all new employees must complete the I-9 Form which verifies identity and employment eligibility.

Documents which establish identity and employment eligibility must be presented as stated in the Handbook for Employers, M-274.

Employees in the following categories will complete the I-9 Form at the indicated office:

- Faculty (full time and part time) - Office of Academic Affairs
- Classified and hourly employees - Department of Human Resources
- International faculty and students - International Student and Scholar Services - Dragas International Center
- Students, (undergraduate and graduate) - Office of Finance, Room 220, Rollins Hall

Contact the Office of Academic Affairs for any questions concerning the Immigration Reform and Control Act.

Procedures. New full-time faculty/administrators and adjunct faculty will be notified by the Office of Academic Affairs of the verification requirements and procedures of the act at the time initial employment is offered.

New faculty/administrators (full time and part time) will present in person to the Office of Academic Affairs, not later than the third calendar day following the first actual day of work, documents demonstrating the individual's identity and authorization to work in the United States.

The required I-9 Form will be completed by the employee, certified by the Office of Academic Affairs, and retained in a master file in the Office of Academic Affairs. All requirements must be met prior to releasing the individual's initial paycheck.
Manner and Schedule of Payment to Faculty and Faculty Administrators

Faculty on twelve-month contracts and faculty administrators are paid semimonthly over a twelve-month period. Faculty with academic year appointments are also paid over 24 pay periods for 12 months. Payments are issued by Old Dominion University through the Payroll Office. Part-time faculty teaching during regular semesters and the summer session are paid on a modified schedule of payments available from the Office of the Provost and Vice President for Academic Affairs.

Direct deposit is mandatory for all newly hired employees and is strongly encouraged for all employees as a means to address many of the logistical issues associated with payment distribution. The form required to establish direct deposit is available on the Old Dominion University web site. Additional information regarding direct deposit can be obtained by contacting the Payroll Office.

Extra Compensation in Off-Term Sessions

Full-time faculty members may teach in the off-term session 1 and earn extra compensation. The rate for full-time off-term employment, including research employment, shall not exceed the weekly equivalent (1/39th) of the full-time academic-year salary of the individual staff member nor may the total salary payments in the off-term exceed 13/39 or 1/3 of the normal academic year salary. Six semester hours is normally considered a full teaching load in the off-term. Full-time faculty members’ off-term salaries are calculated according a step-by-rank schedule available from the Office of the Provost and Vice President for Academic Affairs.

-Approved by the president
October 1, 2003

1Off term is the semester or session not covered by the faculty member's contract. Refer also to the section of this Handbook on Faculty Performance Period.
Responsibility of Budget Unit Directors

(University Policies and Procedures, #3001)

The policy can be found at the following link:
http://www.odu.edu/ao/polnproc/pdfs/3001.pdf
University-Related Travel

Motor Vehicle Requests

Old Dominion University has vehicles available for specific trip assignment not to exceed a three-week period. Departments desiring to utilize this pool should contact Enterprise Rental, 683-0435, and give notice of their need, allowing ample lead time (at least 24 hours) so that arrangements can be made for reserving a vehicle. Reservations are not confirmed until an "Authorization for Use of Motor Vehicle" form, signed by an official of the department authorized to sign the request, is received in the Physical Plant Office, Room 102. The driver, when picking up the vehicle, must indicate where the vehicle will be left when returned. At this time, the driver must present a valid driver's license (operator's permit). Vehicles will be issued to the extent of the supply available. It is required that seat belts be worn when operating or riding in the front seat of a vehicle. Hours of operation for issuing motor vehicles are 7:30 a.m. to 5:00 p.m., Monday through Friday.

Breakdowns

In the event of a breakdown, the driver should contact Enterprise Car Rental.

Accidents

In all accidents involving a rental vehicle, follow the directions provided by Enterprise Car Rental.

State Employee Safety Seat Belt Policy

All state employees who drive or occupy the front seat of state vehicles or a privately owned vehicle on official state business shall wear their safety belts at all times when the vehicle is in motion and equipped with safety belt systems.

The only exemptions to this policy are those consistent with state law.

Travel Policy

The following are the two types of travel funds budgeted by the Commonwealth of Virginia:

1. Travel in the line of normal business may be budgeted to a department or other administrative unit whose members are required to travel in order to perform the department's regular function. This type of travel covers such activities as regular instructional field trips, supervision of student teaching, and travel to locations where off-campus instruction is being conducted. According to state policy, travel to conventions, workshops, or similar gatherings must be charged to the appropriate subobject code. Each department having need of travel should request funds for this purpose in its regular budget and must stay within the amount allocated to it in the budgeting procedure. Also included in this item are funds, allocated by the Office of the Provost and Vice President for Academic Affairs for prospective faculty members being brought to the campus for interviews in the process of faculty recruiting. Expenditures for this purpose must have the prior approval of the Office of the Provost and Vice President for Academic Affairs, from which detailed instruction concerning recruiting funds may be obtained. Travel vouchers are to be coded to the applicable subobject codes.

2. Convention and education travel funds are allocated to the office of each academic dean and to directors of other administrative units. These funds may be used for participation in conventions, workshops, and similar gatherings that advance the interest of the university and the Commonwealth of Virginia. The principal purposes for which these funds may be expended are the following:

1. Advancement of the research and service functions of the university by support of faculty members who are reading papers at conventions or participating as principal officials in professional societies;
2. Assistance in faculty development by attendance at workshops (not routine conventions) that are designed to enhance faculty skills in their areas of expertise or in teaching; and
3. Support of one member of a department who is engaged in recruiting at a convention, provided that the department has a vacant faculty position and has made prior arrangements for interviews.

Funds for mere attendance at a convention are rarely available, and in any case, mere attendance at a convention would receive the lowest priority for the use of travel funds. The dean of each college and the directors of other university
divisions are accountable for ensuring that university travel funds are used in the best interests of the university. Travel vouchers for convention and educational travel must be coded to the applicable subobject codes.

The following travel regulations represent a brief overview and apply to all travel expenditures. These regulations are required by the state comptroller's office, and travel vouchers will not be honored by the state unless these regulations have been met. Additional guidelines, sample forms, and instructions for the preparation of the travel forms can be obtained from the Accounts Payable Disbursements Office (http://www.odu.edu/af/humanresources/training/officefinance.htm).

Travel Regulations

1. All university travelers are bound by the rules and regulations published in the Commonwealth of Virginia Accounting Policies and Procedures Manual, Section 2035. Copies of this manual are available online at www.DOA.STATE.VA.US/docs/AdminServices/CAPP/capp1.htm.
2. The travel voucher must be submitted to the Accounts Payable Disbursements Office within five days after the completion of the trip.
3. Each travel voucher must contain a concise statement explaining the purpose or reason for the travel, the name(s) of the person(s) for whom the expense was incurred, and the reason for the expense. Expenses must be itemized and each day's expenses must be shown separately. Supporting receipts that serve to support the claims for reimbursement for lodging, registration, automobile rentals, transportation, and all other allowable receipts must be submitted. No payment will be made for unspecified costs.
4. The use of state-owned cars or use of personal vehicles for official business travel is permitted. Mileage reimbursement for official travel in personal vehicles will be allowed at a standard rate set by the commonwealth and within the policies and guidelines set forth by the university in this handbook and other publications.
5. Claims for tolls (bridge/tunnel and turnpike) and parking fees must show the name of the facility as well as the name and reason for inclusion of any charge for passengers. If the claim exceeds $10, a receipt is required.
6. Travel must be the most direct practical route and the amount claimed shall not exceed that of coach common carrier accommodations.
7. University employees who wish to travel out-of-country (outside the United States) must receive prior approval from the president or provost and vice president for academic affairs via their vice president before a travel advance can be granted and before the travel takes place. The form for out-of-country travel must be prepared by the traveler and sent to the provost and vice president for academic affairs. A minimum of 30 working days should be allowed for the approval or disapproval for the out-of-country travel. The original form will be returned to the traveler either approved or disapproved. If approved, a copy must be attached to the travel advance request form. The original must be attached to the travel expense reimbursement voucher when submitted to the Accounts Payable Disbursements Office for payment. The form and additional guidelines can be obtained from the Accounts Payable Disbursements Office.
8. Expenditures for meals and lodging must be reasonable. Meal charges are subject to review by the vice president, the state auditors, and the Accounts Payable Disbursements Office. Alcoholic beverages are not a reimbursable expense.
9. Phone calls, telegrams and facsimiles that pertain to official university business may be reimbursed. If calls are made by the traveler, full disclosure must be made pertaining to the party called and the reason for the call.
10. Meal and certain other incidental travel expenses are reimbursable only for overnight official business travel outside the traveler's official station. Reimbursement for such expenses (including all related taxes and tips) shall be made to the traveler based on a fixed allowance. The fixed allowance is referred to as the Meals and Incidental Expense per diem. Specific rules apply for travel days. Contact the Accounts Payable Disbursements Office for details.
11. Expenses for meals may be reimbursed if the employee is required to work on a non-work day such as Saturday, Sunday, or a holiday, provided prior approval is obtained from the vice president responsible for the department or, in the case of the faculty, from the dean of the college. Contact Accounts Payable for full details and requirements for reimbursement of non-overnight meals.
12. Gratuities (tips) are not reimbursable since they are included in the Meals and Incidental Expenses per diem. Where actual meal costs are reimbursed under the non-overnight travel meal reimbursement policy, meal tips are reimbursable within the applicable meal rate, but should not exceed 15% of the cost of the meal.
13. Miscellaneous expenses may be reimbursed if they directly relate to official business while the individual is in travel status and are not covered under the Meals and Incidental Expenses per diem policy (contact Accounts Payable Disbursements for details). Examples of reimbursable expenses include:
   • Funeral attendance expenses are reimbursable for one employee selected by the agency head to represent the agency, provided the employee must travel outside of his/her official station. No reimbursement shall be made if the services are held within the employee's official station.
Examples of nonreimbursable expenses include:

- Lost or stolen articles;
- Alcoholic beverages;
- Excessive meals and lodging (see item 23 below);
- Damage to personal vehicles, clothing and other items;
- Services to gain entry to a locked vehicle;
- Movies charged to hotel bills; and
- All expenses related to the personal negligence of the travelers, such as fines;
- Entertainment expenses;
- Towing charges; and
- Expenses for children, spouse, and companions while on travel status.

14. Travel credits, frequent flyer mileage, reduced rates, or free service received from public facilities (i.e., airlines, car rental agencies, motels, etc) by persons for whatever reason, accrue to the Commonwealth. Any such credit, reduced rate, or free service must be reported to the Office of Finance and must be deducted from the amount of travel expenses claimed. Failure to comply with this requirement may result in disciplinary action.

15. Those traveling on official business should be conscious of the fact that they are spending public funds and they should travel by the most economical means available. Travel expense accounts are open to the public and must be able to sustain the test of public review.

16. Employees must prepare an estimate of the total cost of any proposed overnight travel. Written approval must be obtained in advance of the travel. The term "total cost" means all costs associated with transportation, lodging, meals, associated gratuities, conference registration, and any other travel costs or course fees. Deans and budget unit directors reporting directly to a vice president may approve the Estimate of Total Cost of Proposed Travel form. The original form must be attached to the travel voucher. All official travel must have the prior approval of the director of the budget unit in which the travel funds to be expended have been allocated.

17. The departure and arrival times must be shown on all travel vouchers.

18. All registration fees should be paid using limited local purchase orders with the exception that registration fees over $2,000 require a purchase requisition form. The traveler who pays these costs personally cannot be reimbursed until the trip is completed.

19. The state will not reimburse rental car deductible waiver or additional liability insurance (except individuals traveling outside of the territorial United States, including Canada, Puerto Rico, who are required to purchase and will be reimbursed for Liability Damage Waiver and Collision Damage Waiver insurance). Refueling charges for rental vehicles will also not be reimbursed.

20. The university will not advance funds for airfare. The university has committed to the exclusive use of CI Travel for travel arrangements. Comprehensive traditional travel services available include airline, train, hotel, car, and bus reservations. For university-related business, it is required that reservations for these services be made through CI Travel. For more information, call the accounts payable manager.

21. Meal expenses not involving an overnight stay are generally not reimbursable. Reimbursement may be allowed if documentation supporting the reimbursement clearly establishes that the meal is taken during overtime work periods or for official business reasons. To be eligible for reimbursement, such meals must be considered essential to the agency's mission and be a business necessity. The Business Related Meal Expense Statement must be submitted with the travel voucher when requesting reimbursement of non-overnight business-related meals. Contact Accounts Payable Disbursements for full details.

22. Maximum allowable meal and lodging guidelines have been established and apply to all travelers. Travel expenditures are monitored to ensure that exceptions appear reasonable and appropriate. Guidelines are subject to change by the Commonwealth Department of Accounts.

23. An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status. Overtime status is when work or travel time occurs beyond an employee's normal, scheduled work hours, but not overnight. Therefore, overtime meal allowance does not apply during overnight travel status. In the case of overnight travel, per diem rates apply. An overtime meal allowance is allowed when overtime worked is:

- Essential to the agency mission,
- Permitted by agency policy,
- Approved by appropriate agency personnel, and
- In excess of the employee's normal, scheduled work hours

The Overtime Meal Allowance policy described in the following table must be followed.
**Workday and Overtime Start/End Times**

<table>
<thead>
<tr>
<th>IF...</th>
<th>Are worked or traveled AND the overtime occurs...</th>
<th>THEN an overtime meal allowance is...</th>
<th>Documentation Required</th>
</tr>
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<tbody>
<tr>
<td>2 or more overtime hours</td>
<td>during a normal workday</td>
<td>$5.00 ($7.50 if outside the official station)</td>
<td>Workday and Overtime Start/End Times</td>
</tr>
<tr>
<td>5 or more overtime hours</td>
<td>on a Saturday, Sunday, holiday or an alternate work schedule day off*</td>
<td>$5.00 ($7.50 if outside the official station)</td>
<td>Overtime Start/End Times</td>
</tr>
<tr>
<td>10 or more overtime hours</td>
<td>on a Saturday, Sunday, holiday or an alternate work schedule day off*</td>
<td>$10.00 ($15.00 if outside the official station)</td>
<td>Overtime Start/End Times</td>
</tr>
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</table>

*Note: Or if comparable overtime is necessitated by shift schedule or beyond a routine, scheduled 40-hour work period.

Information on meal and lodging guidelines for selected cities and information on use of the Meal and Incidental Expense per diem guidelines are available at www.DOA.STATE.VA.US/docs/AdminServices/CAPP/cappl.htm [http://www.DOA.STATE.VA.US/docs/AdminServices/CAPP/cappl.htm].

**Travel Arrangements**

The university maintains contracts for travel arrangements through CI Travel (for airline ticketing, out-of-town hotel accommodations, and other travel-related services) and for corporate credit card travel services. The use of these contracts is mandatory for all faculty travel unless an exception is granted in advance or a lower rate can be obtained and supported.

For further information call the Department of Materiel Management at ext. 3-3105.

**Internet Usage to Purchase Travel Services**

In addition to all other policies set forth in the university's travel policy and regulations, the following policies must be adhered to when using the Internet to purchase travel services.

Usage of the Internet to procure travel services is allowed. Use prudent judgment when choosing an Internet travel service site. A cost/benefit analysis must be performed prior to purchasing services via the Internet to ensure that it is cost beneficial for the Commonwealth. The traveler must comply with procurement guidelines, receive prior approval from the University Controller's Office before procuring services via the Internet and include such approval with the reimbursement voucher.

Suggested sites include:

- Priceline.com
- Expedia.com
- Orbitz.com
- Travelocity.com

When paying for services via the Internet, the following methods may be used:

- Travel Charge Card - may be used for all types of purchases (i.e., hotel, transportation tickets)
- Small Purchase Charge Card - may only be used for transportation tickets (i.e., rail, air, bus)

In addition to other documents required by policy, the following supplementary documents must be submitted with the Travel Expense Reimbursement Voucher when procuring services via the Internet.

- Hardcopy final page from Internet site showing total cost and confirmed service.
• Cost/benefit analysis showing that the Internet procurement saved money for the Commonwealth. Some Internet sites charge a fee for their services so the cost/benefit analysis would need to take these charges into account.
• Confirmation from the hotel of actual lodging costs since an invoice may not be created if the Internet travel provider is paid in advance. (For example, when purchases are made on Priceline.com, the employee may have to pay for hotel services with a travel charge card at the time of booking. In that case, a typical hotel bill will not be produced since the hotel has been paid via other means. Therefore, the employee would need to obtain another type of confirmation of actual lodging costs.)
• Airline confirmation of the type of ticket purchased (e.g. coach, business)

American Express Corporate Travel Charge Cards

The American Express corporate travel charge cards provide travelers with a means of charging expenses incurred while conducting official State business. Charge cards should typically be issued to individuals who travel frequently, such as twice per year. The American Express contract currently provides cards at no fee to the Commonwealth or the traveler. The Commonwealth incurs no financial liability through the use of charge cards.

All charge card bills are sent by the charge card vendor to the individual cardholder who is responsible for the charges. Travel expense reimbursement requests must be processed on a timely basis to ensure cardholders receive travel reimbursements in time to pay charge card bills within the timeframe prescribed by the charge card vendor. Travel expense reimbursements will not be made from charge card statements or tissue receipts except for meals.

The disbursements processing manager in the Accounts Payable Disbursements Office is the travel charge card coordinator. The Accounts Payable Disbursements Office is responsible for issuing cards and canceling and retrieving the charge cards of terminated employees. The Accounts Payable Disbursements Office conducts a periodic review of reports provided by the charge card vendor to ensure balances are paid on a timely basis. Employees are also sent reminder notices of any past due balances reported to the university.

Personal charges are not allowed on the Corporate American Express Card. Noncompliance with charge card policies by cardholders is grounds for revocation of charge card privileges without alternate cash advance privileges.

Travel advances are not provided to full-time employees who do not have a Corporate American Express card. For cardholders, travel advances should be limited to the minimum amount necessary for out of pocket expenses. No travel advances are issued for less than $25.

Cardholders must comply with the following policies:

1. Charge card balances must be paid by the cardholder when due. Late fees or finance charges should be avoided. However, if they occur, they are the responsibility of the cardholder.
2. Charge cards may be used only for reimbursable expenses incurred while conducting official State business. Personal expenses that cannot be reasonably separated from reimbursable expenses may be charged. Examples include a personal phone call included in a lodging bill or a spouse's dinner included in a restaurant bill. These charges must not be claimed on the Travel Reimbursement Expense Voucher when it is submitted for reimbursement. It is the employee's responsibility to pay for these charges from personal funds within the payment terms specified by the charge card vendor.

Nonrefundable Airline Tickets

The following guidelines should be used when arranging air travel:

1. Airline tickets must be purchased at the lowest possible cost. However, careful consideration must be given to the degree of certainty that the travel will occur as planned. If the travel plan is not definite, nonrefundable tickets must not be used.
2. When an airline ticket that is refundable cannot be used, the ticket must be returned to the travel agency (CI Travel) for a credit or a refund.
3. If a nonrefundable airline ticket cannot be used due to an extreme and unforeseen emergency, the ticket must be paid for from the departmental budget.
4. If a nonrefundable airline ticket is not used due to cancellation occurring based on ordinary circumstances, state funds may not be used to pay for the unused ticket.
Estimated Cost of Proposed Travel

Statement: All university employees planning university-related overnight travel are required to prepare an "Estimated Cost of Proposed Travel" form outlining the source of funds and detailing trip expenditures. The Estimated Cost of Proposed Travel form must be approved in advance of all overnight travel. Budget unit directors are designated to review and approve/disapprove these requests. The term "total cost" means all costs associated with transportation, lodging, meals, associated gratuities, conference registration, and training or course fees. The approved Estimated Cost of Proposed Travel form must be submitted with the Travel Expense Reimbursement Voucher.

Forms may be obtained from the Office of Finance.

- Approved by the president
  August 22, 2003
Business-Related Travel Allowance

Policy #1050

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: June 24, 2010

A. PURPOSE

The purpose of this policy is to provide an alternative to the assignment of a state car or mileage reimbursement to designated University employees while transacting official business on behalf of the institution.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

N/A

D. SCOPE

This policy applies only to employees designated by the President, in writing, who are authorized to use alternative transportation. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University.

E. POLICY STATEMENT

With the approval of the President, a business-related travel allowance may be authorized for the purpose of providing an alternative to the assignment of a state car or mileage reimbursement. Approval of a travel allowance will generally be based on the needs and interests of the University. Funds to support travel allowances shall be from non-State sources.

Designated employees who receive a business-related travel allowance may not request additional mileage reimbursement using the Travel Expense Reimbursement Voucher.

F. PROCEDURES

1. Travel allowances shall be approved on a case-by-case basis by the President and provided to authorized individuals according to the University's payroll schedule.

2. Travel allowances provided to authorized individuals will be reflected on the employee's W-2 form as "other income;" therefore, accurate business travel records should be maintained by the employee for tax purposes.

3. Travel allowances may be discontinued at any time at the discretion of the President.

G. RESPONSIBLE OFFICER

President

H. RELATED INFORMATION
N/A
Business Travel Policy
(University Policy, #1051)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1051.pdf
Policy on the Use of Computing Resources

Policy #3500

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: February 21, 2011

A. PURPOSE

The purpose of this policy is to outline the responsibilities in the use of information technology (IT) resources at Old Dominion University.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.


C. DEFINITIONS

Data - An information asset that represents, but is not limited to, individual data elements, lists, addresses, documents, images, measurement samples, programs, program source code, voice recordings, aggregations of data, or other information in a digital format. Data in a tangible object, typically paper, is excluded from this policy, but is subject to other University policies, including, but not limited to, policies on records management and confidentiality.

Information Technology Resources - Include, but are not limited to, computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

Use - Use, in the context of this policy, is not limited to actions by end users. Use is defined as any activity in the design, development, construction, implementation, transmission, storage, protection, retrieval, support or management of information technology.

D. SCOPE

This policy applies to all users of Old Dominion University information technology resources and governs the use of all information technology resources whether owned by or operated for University business through contractual arrangements, including, but not limited to, all employees, students, volunteers, employees of affiliated organizations, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

As owner of information technology resources, Old Dominion University acknowledges its responsibility to:

• ensure the appropriate and lawful use of these resources,
• safeguard the integrity of computers, networks, and data,
• ensure that use of electronic communications complies with University policies, and
• protect the University against damaging legal consequences.

Old Dominion University employees, students, and other users are afforded the privilege of using information technology resources. Privileges are granted for the expressed purpose of supporting the University's mission of instruction, research, and service and for conducting the business and administrative functions of the University.

All users of IT systems are responsible for reading and complying with University information technology requirements, reporting breaches of IT security, actual or suspected, to University management and/or the Information Security Officer, taking reasonable and prudent steps to protect the security of IT systems and data to which they have access, and complying with any Federal, State, or local statutes and University policies and standards as might apply to these resources.

Old Dominion University reserves the right to revoke any user's access privileges at any time for violations of policy, standards and/or conduct that disrupts the normal operation of information technology resources.

F. PROCEDURES

The specific procedures, standards, and guidelines to be utilized for compliance with this policy are published on the Office of Computing and Communications Services IT Policy website [http://occs.odu.edu/policies/index.php].

G. RESPONSIBLE OFFICER

Assistant Vice President for Computing and Communications Services

H. RELATED INFORMATION

Old Dominion University Board of Visitors Policy 1626 - Information Technology Management.pdf [http://www.odu.edu/ao/bov/manual/pdfs/1626.pdf]

University Policy 6620 - Personal Use of University Materials or Funds [http://www.odu.edu/ao/polnproc/pdfs/6620.pdf]
Information Technology Access Control Policy

Policy #3501

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: February 21, 2011

A. PURPOSE

The purpose of this policy is to outline the manner in which access to Old Dominion University information technology (IT) resources is granted.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.


C. DEFINITIONS

Access - The ability and means necessary to store data in, retrieve data from, communicate with, or make use of any resource of a system.

Authorized Persons - Individuals who have established a need and received the necessary authorization to access information technology resources.

Data - An information asset that represents, but is not limited to, individual data elements, lists, addresses, documents, images, measurement samples, programs, program source code, voice recordings, aggregations of data, or other information in a digital format. Data in a tangible object, typically paper, is excluded from this policy, but is subject to other University policies, including, but not limited to, policies on records management and confidentiality.

Information Security Officer (ISO) - The Old Dominion University employee, appointed by the President or designee, who is responsible for developing and managing Old Dominion University’s IT security program.

Information Technology Resources - Include, but are not limited to, computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

User - Includes anyone who accesses and uses Old Dominion University information technology resources.

D. SCOPE

This policy applies to all users of Old Dominion University information technology resources and governs all information technology resources whether owned by or operated for University business through contractual arrangements, including, but not limited to, all employees, students, volunteers, employees of affiliated organizations, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors.
and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

The University will provide all employees and other users with the information they need in order to carry out their responsibilities in an effective and efficient manner as possible. Access to data will be limited to authorized individuals whose job responsibilities require it, as determined by an approval process, and to those authorized to have access by Federal, or State laws or in accordance with University policies and standards. The process for requesting, granting, administering, and terminating accounts, on IT systems, including accounts used by vendors and third parties, are provided in the Account Management Standard 05.2.2 [http://occs.odu.edu/policies/standards/05.2.2 - Account Management Standard.pdf].

Access is given through the establishment of a unique account in accordance with account request procedures. Exceptions to the establishment of unique accounts may include stand-alone personal computers, public access computers or related resources, and student labs where individual student accounts are not required.

All users of IT systems are responsible for reading and complying with University information technology requirements, reporting breaches of IT security, actual or suspected, to University management and/or the Information Security Officer, taking reasonable and prudent steps to protect the security of IT systems and data to which they have access, and complying with any Federal, State, or local statutes and University policies and standards as might apply to these resources. Every user must maintain the confidentiality of information assets even if technical security mechanisms fail or are absent.

Old Dominion University reserves the right to revoke any user's access privileges at any time for violations of policy, standards and/or conduct that disrupts the normal operation of information technology resources.

F. PROCEDURES

The specific procedures, standards, and guidelines to be utilized for compliance with this policy are published on the Office of Computing and Communications Services IT Policies website [http://occs.odu.edu/policies/index.php] and links to these documents are listed herein.

OCCS Standard 01.4 - Disciplinary Action [http://occs.odu.edu/policies/standards/01.4.0-%20Disciplinary%20Action%20Standard.pdf]
OCCS Standard 02.4.1 - Data Classification [http://occs.odu.edu/policies/standards/02.4.1-%20Data%20Classification%20Standard.pdf]
OCCS Standard 05.2.2 - Account Management [http://occs.odu.edu/policies/standards/05.2.2-%20Account%20Management%20Standard.pdf]
OCCS Standard 05.4.2 - Portable Computer Management [http://occs.odu.edu/policies/standards/05.4.2-%20Portable%20Computer%20Management%20Standard.pdf]
OCCS Standard 05.4.4 - Virtual Private Network [http://occs.odu.edu/policies/standards/05.4.4-%20Virtual%20Private%20Network%20Standard.pdf]
OCCS Standard 06.2.1 - Digital Media [http://occs.odu.edu/policies/standards/06.2.1-%20Digital%20Media%20Standard.pdf]
OCCS Standard 06.2.2 - Data Storage Media Protection [http://occs.odu.edu/policies/standards/06.2.2-%20Data%20Storage%20Protection%20Standard.pdf]
OCCS Standard 08.2.2 - Access Determination and Control [http://occs.odu.edu/policies/standards/08.2.2-%20Access%20Determination%20and%20Control%20Standard.pdf]
OCCS Standard 08.2.3 - Payment Gateway Access [http://occs.odu.edu/policies/standards/08.2.3-%20Payment%20Gateway%20Access%20Standard.pdf]
OCCS Standard 08.4.2 - Acceptable Use [http://occs.odu.edu/policies/standards/08.4.2-%20Acceptable%20Use%20Standard.pdf]
OCCS Standard 08.4.3 - Residential Network [http://occs.odu.edu/policies/standards/08.4.3-%20Residential%20Network%20Standard.pdf]

G. RESPONSIBLE OFFICER

Assistant Vice President for Computing and Communications Services

H. RELATED INFORMATION

Old Dominion University Board of Visitors Policy 1626 - Information Technology Management [http://www.odu.edu/ao/bov/manual/pdfs/1626.pdf]
Information Technology Infrastructure, Architecture, and Ongoing Operations Policy

Policy #3502

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: April 26, 2011

A. PURPOSE

The purpose of this policy is to state the University's commitment to establishing specific standards, guidelines and procedures affecting key components of its information technology (IT) infrastructure, architecture, and ongoing operations.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a) (6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.


C. DEFINITIONS

N/A

D. SCOPE

This policy applies to all decision makers, developers and planners of campus systems and operations related to the conceptualization, design, acquisition, and maintenance of information technology.

E. POLICY STATEMENT

The University will establish specific standards, guidelines, and procedures that influence decisions affecting key components of its IT infrastructure, architecture, and operations. These standards, guidelines, and procedures will be reviewed periodically to assure they conform to best practices as described by the ISO/IEC 17799, Information Technology - Code of practice for information security management, EDUCAUSE, Internet2, and others within higher education, as well as those from selected technology industries.

Research or other institutional endeavors by their nature may require the use of technology and practices not yet appropriate for normal use. The ultimate goal of this policy is to create logical relationships between information technology resources and the mission of the University and its units.

F. PROCEDURES

For security purposes, some procedures related to infrastructure, architecture and ongoing operations are maintained internally. Procedures are available on the OCCS website and are linked below, while those maintained internally are available upon request to relevant parties as authorized by the Office of Computing and Communications Services.

OCCS Procedure 1.2.0 - OCCS Data Center - Disposal of Data [http://occs.odu.edu/policies/procedures/1.2.0%20%20%20%20%20%20%20%20OCCS%20Data%20Center%20-%20Disposal%20of%20Data%20Procedure.pdf]
OCCS Procedure 1.3.0 - OCCS Data Center - Removal of Equipment for Offsite and Personal Use

OCCS Procedure 1.4.0 Procedures for Access and Physical Security of OCCS Data Center

OCCS Procedure 3.3.2.2 - Disaster Recovery Test Performance

OCCS Procedure 3.4.2.1 - Backup Tape Exchange

OCCS Procedure 3.4.2.2 - System Backups and Restoration (Non Db)

OCCS Procedure 3.4.2.3 - Review of Backup Logs

OCCS Procedure 3.4.2.6 - Protection of Backup Media Sent Off-Site

OCCS Procedure 7.2.1 - Physical Access Control - Unauthorized Personnel

OCCS Procedure 7.2.2 - Safeguards for Protection Against Human, Natural and Environmental Risk

OCCS Procedure 7.2.3 - Safeguard IT Systems and Data Not Residing in Primary Facility

OCCS Procedure 7.2.4 - Monitoring and Auditing Physical Access

OCCS Procedure 7.2.5 - Effective Environmental Controls

OCCS Procedure 7.2.6 - Controlled Access to Hardware and Network Facilities

OCCS Procedure 9.3.2.2A - Monitoring and Problem Escalation

OCCS Procedure 9.3.2.2B - nGenius Monitoring and Startup

OCCS Procedure 9.4.2 - Vulnerability Scanning

G. RESPONSIBLE OFFICER

Assistant Vice President for Computing and Communications Services

H. RELATED INFORMATION

OCCS Standard 04.7.1 - IT Infrastructure, Architecture, and Ongoing Operations

For more information regarding the management of technology infrastructure, please refer to the following sources:

The Campus Cyberinfrastructure Working Group of Net@EDU helps educational institutions develop institutional strategies and plan their resource deployment in this emerging and evolving technological landscape and helps their users harness and optimize the power and capabilities of new integrated IT tools and systems for educational and research applications in higher education.
EDUCAUSE [http://www.educause.edu/] is a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology.

Internet2 [http://www.internet2.org/] develops and deploys advanced network applications and technologies for research and higher education, accelerating the creation of tomorrow’s Internet.

ISO/IEC 17799/27002 is an information security standard published by the International Organization for Standardization (ISO) and by the International Electrotechnical Commission (IEC) [http://www.iso.org/iso/home.html].

The National LambdaRail [http://www.nlr.net/] develops and deploys a fiber optic network infrastructure for the purpose of advancing research, clinical, and educational goals.

The Postsecondary Electronic Standards Council [http://www.pesc.org/] is a non-profit association of colleges and universities; professional and commercial organizations; data, software and service providers; and state and federal government agencies.
Data Classification Policy

Policy #3504

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: April 26, 2011

A. PURPOSE

The purpose of this policy is to establish a uniform data classification framework to assist data owners in determining the level of data security that must be implemented to secure the information for which they are responsible.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a) (6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.


C. DEFINITIONS

Data Classification - In the context of information security, it is the classification of data based on its level of sensitivity and the impact to the University should that data be disclosed, altered or destroyed without authorization.

Data Owners - Individuals responsible for decisions about the usage of University data.

Data Users - Individuals who access University data in order to perform their assigned duties or to fulfill their role in the University community.

Information Security Officer (ISO) - The Old Dominion University employee, appointed by the President or designee, who is responsible for developing and managing Old Dominion University's information technology (IT) security program.

Information Technology Resources - Include, but are not limited to, computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

Security Administrators - Individuals who ensure that appropriate controls, mechanisms, and processes are in place to meet the security requirements necessary to protect an information technology resource.

University Data - All data or information owned, used, created or maintained by the University whether individually controlled or shared, stand-alone or networked.

D. SCOPE

This policy applies to all users of Old Dominion University information technology resources and governs all information technology resources either owned by or operated for University business through contractual arrangements. Users may include employees, students, volunteers, employees of affiliated organizations, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community...
Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

This policy refers to all data owned, used, created or maintained by the University whether individually controlled or shared, stand-alone or networked. It applies to all data sources found on equipment owned, leased, operated or contracted.

E. POLICY STATEMENT

The security of University information and the infrastructure upon which it is processed, transmitted or stored is patterned after accepted standards for management of information security, such as ISO/IEC 17799, Information Technology - Code of Practice for Information Security Management, and industry best practices.

Classifications and associated protective controls for information take into account academic and business needs for sharing or restricting information and the impacts associated with such needs. Data classification impacts other security decisions on system security plans, risk assessments, locations regarding data storage, authorization and access requirements, and continuity of operations and disaster recovery planning.

The Office of Computing and Communications Services (OCCS) provides guidance to enable users to understand their particular custodial roles and responsibilities with respect to information. OCCS implements the technical infrastructure that allows University employees to effectively exercise these custodial roles.

Every user has a responsibility toward the protection of University data; some offices and individuals have very specific responsibilities. Data owners, in particular, determine the level of data security and classification that must be implemented. As described below, data owners, data users and security administrators have distinct roles and associated responsibilities under this policy.

1. Data Custodial Roles and Responsibilities

   a. Data owners are responsible for:
      • knowing and understanding the data for which they are responsible;
      • evaluating and ensuring the data have been appropriately classified based on State and Federal law, regulatory agency requirements and/or any contractual obligations, and University policies;
      • establishing access and utilization criteria;
      • exercising due care in setting standards for protection of data;
      • monitoring compliance and enforcing policy; and
      • implementing practices to assure data accuracy.

   b. Data users are responsible for:
      • protecting their access privileges;
      • proper use of the University data they access;
      • following policy and information access procedures established by data owners;
      • accessing only the information for which they are authorized;
      • reporting suspected or actual violations of policies; and
      • exercising due care in the use of data.

   c. Security administrators are responsible for:
      • executing access authorizations or data transfers authorized by the data owner;
      • using best practices to maintain the confidentiality, integrity, and availability of information;
      • providing a mechanism for monitoring compliance and enforcing policy; and
      • exercising due care in the administration of systems hosting the data.
The examples provided in this policy are illustrative only. Nothing in this policy is intended to identify a restriction on the right of data owners to require policies and/or procedures in addition to the ones identified in this document.

2. Data Classification Levels

The data classification levels are listed in order from the most secure to the least secure:

a. Highly Confidential

Highly confidential information requires special precautions to ensure the integrity and confidentiality of the information in its storage, usage, and transmittal. This information must be protected from unauthorized modification or retrieval and is not generally disclosed. Highly confidential information may be used with third parties when safeguards and countermeasures are in place to protect that information. Unauthorized disclosure of highly confidential information can adversely and/or seriously affect the University as a whole or in part.

Examples of highly confidential data include, but are not limited to,
- Student records
- Legally protected data
- President's working papers or correspondence
- Privileged attorney-client data
- Access control data

b. Protected

Protected data includes both confidential information for use only by select individuals or systems within the University and private data used by the University that is specific to an individual. Confidential data are distributed on a need-to-know basis between members of the University staff, its systems, and specific third parties where appropriate, and unauthorized disclosure can adversely affect the University as a whole or in part. Private data may only be disclosed to a third party with the permission of affected individuals. Unauthorized disclosure of private information can adversely affect individuals associated with the University, but may not necessarily affect the University as an entity.

Examples of confidential data may include, but are not limited to,
- Non-public contracts
- Donor information
- Information exempt from disclosure under the Virginia Freedom of Information Act

Examples of private data include, but are not limited to:
- Appointment schedules
- Performance reviews

c. Public

Public information is, by its very nature, designed to be used by anonymous persons or systems that may have an interest with the University. Public information is routinely disclosed and made freely available. Further, the University also depends on data exchange with certain outside third party organizations, and the University must make sure that information is exchanged according to this policy based on the information classification level.

Examples of public data include, but are not limited to,
- Press releases
- Directory information classified as such by the University under FERPA
- Schedule of classes
Violations of this policy should be reported to the University's Information Security Officer (ISO). The ISO role is assigned to the Assistant Director for Information Security and Operations in the Office of Computing and Communications Services. Any faculty, staff or student found to have violated this policy may be subject to the appropriate disciplinary action.

F. PROCEDURES

For security purposes, some procedures related to data classification are maintained internally. Procedures are available upon request to relevant parties, notably data owners responsible for major systems, such as the Registrar, the Controller, and Institutional Research and Assessment, as authorized by the Office of Computing and Communications Services.

Other data owners are directed to the Data Classification Procedure [http://occs.odu.edu/policies/guidelines/1.0.1 - Best Practices in Protecting University Data (New Title).pdf] for further assistance.

Data owners and users are provided additional guidance in Best Practices in Protecting University Data.

G. RESPONSIBLE OFFICER

Assistant Vice President for Computing and Communications Services

H. RELATED INFORMATION

University Policy 3504 - Data Classification Policy [http://www.odu.edu/ao/polnproc/pdfs/3504.pdf]
University Policy 4100 - Student Record Policy [http://www.odu.edu/ao/polnproc/pdfs/4100.pdf]
OCCS Standard 02.2.2 - IT Security Roles and Responsibilities [http://occs.odu.edu/policies/standards/02.2.2 - IT Security Roles.pdf]
OCCS Standard 08.2.2 - Access Determination and Control [http://occs.odu.edu/policies/standards/08.2.2 - Access Determination and Control Standard.pdf]
OCCS Standard 09.2.2 - Threat Detection [http://occs.odu.edu/policies/standards/09.2.2 - Threat Detection Standard. pdf]
OCCS Standard 09.4.2 - IT Security Incident Handling [http://occs.odu.edu/policies/standards/09.4.2 - IT Security Incident Handling Standard.pdf]
OCCS Standard 09.5.2 - Data Breach Notification [http://occs.odu.edu/policies/standards/09.5.2 - Data Breach Notification Standard.pdf]
Data Classification Procedure [http://occs.odu.edu/policies/drafts/Data Classification procedures.pdf]
OCCS System Inventory Index

January 2016
A. PURPOSE

The purpose of this policy is to address the use of official University electronic messaging systems and the resulting responsibilities of faculty, staff, and students.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a) (6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Electronic Communication - Any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic messaging system.

Information Technology Resources - Defined as, but are not limited to, computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

Official Communication - Any electronic communication or content sent via the University's electronic messaging systems and other communication services in order to conduct University business. It does not make electronic (email) the only official method of communication.

Official email account - An email account, issued by Old Dominion University, which is based on a person's name and ends in the domain name @odu.edu.

Private information - Information that is specific to a person that is used by the University. Unauthorized disclosure of private information can adversely affect persons associated with the University, although it may not necessarily affect the University as an entity. Permission must be obtained from the person in order to disclose private information to a third party.

D. SCOPE

This policy applies to all employees, students, employees of affiliated organizations and guests, volunteers and researchers who are provided email accounts, and governs all information technology resources associated with electronic messaging whether owned by or operated for University business through contractual arrangements. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.
E. **POLICY STATEMENT**

Electronic messaging systems and communication services are provided by Old Dominion University for the purpose of enhancing productivity and maintaining effective communication.

Old Dominion University employees, students, employees of affiliated organizations, and guests, volunteers and researchers who are provided email accounts must activate and maintain regular access to University-provided electronic messaging accounts. These accounts must be used to send official information and notices, and users are responsible for accessing email in order to obtain official University communications. Administrative offices and academic departments may provide advance notice when electronic communication is used as the communication method.

Failure to access the email account will not exempt individuals from being aware of and meeting requirements and responsibilities included in electronic communications.

Message content is the sole responsibility of the individual sending the message. Users are strongly encouraged to be aware of generally accepted online etiquette.

Instructors retain the discretion of establishing class expectations for email and other electronic messaging communication as a part of the course requirements.

Alternative messaging services should be arranged in cases where users' access to information technology resources is limited or unavailable.

F. **PROCEDURES**

Activation is completed by retrieving a password for the messaging system upon employment or upon registration at the University. Users are required to acknowledge their agreement with the Acceptable Use Standard [http://occs.odu.edu/policies/standards/08.4.2 - Acceptable Use Standard.pdf].

MIDAS ID Information [http://occs.odu.edu/accounts/midas/index.shtml]
Student Email Information [http://occs.odu.edu/accounts/studemail/index.shtml]
Faculty Staff Email Information [http://occs.odu.edu/accounts/facemail/]
Mobile Email Information [http://occs.odu.edu/accounts/mobnotes/]

G. **RESPONSIBLE OFFICER**

Assistant Vice President for Computing and Communications Services

H. **RELATED INFORMATION**

OCCS Standard 01.2 - Student Email [http://occs.odu.edu/policies/standards/01.2.0 - Student Email Standard.pdf]
OCCS Standard 01.4 - Disciplinary Action Standard.pdf [http://occs.odu.edu/policies/standards/01.4.0 - Disciplinary Action Standard.pdf]
OCCS Standard 01.7 - Email Archive and Retention [http://occs.odu.edu/policies/standards/01.7.0 - Email Archive and Retention Standard (New 2010).pdf]
OCCS Standard 01.7.1 - University Announcements [http://occs.odu.edu/policies/standards/01.7.1 - University Announcements Standard.pdf]
OCCS Standard 05.2.2 - Account Management [http://occs.odu.edu/policies/standards/05.2.2 - Account Management Standard.pdf]
OCCS Standard 08.4.2 - Acceptable Use [http://occs.odu.edu/policies/standards/08.4.2 - Acceptable Use Standard. pdf]
Online Security Awareness Program

January 2016
Policy on the Use of Tobacco and Smoking-Related Products, Electronic Cigarettes and Vaporizers

(University Policies and Procedures, #3220)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3220.pdf
University Drug and Alcohol Policy

Policy #6603

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: July 23, 2010

A. PURPOSE

The purpose of this policy is to adopt and implement a program to educate and prevent the unlawful possession, use or distribution of illicit drugs or alcohol.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C3], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [http://www.odu.edu/ao/bov/manual/pdfs/Bylaws.pdf] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

34 Code of Federal Regulations 86 implemented pursuant to the Drug Free Schools and Communities Act, 20 U.S.C. 1145 (g) [http://www.access.gpo.gov/nara/cfr/waisidx_00/34cfr86_00.html]

C. DEFINITIONS

Controlled Substance - A drug, substance, or immediate precursor in Schedules I through VI of Chapter 34 of the Code of Virginia, but does not include distilled spirits, wine, malt beverages, or tobacco. Code of Virginia, Section 54.1-3401, as amended [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3401].

Illicit Drugs - Both controlled substances and imitation controlled substances.

Imitation Controlled Substance - A pill, capsule, or tablet or substance in any form whatsoever that is not a controlled substance, but which is subject to abuse. Code of Virginia, Section 18.2-247 [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-247], as amended.

D. SCOPE

This policy applies to all employees, students, agents, volunteers, employees of affiliated organizations, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons attending classes whether enrolled or not enrolled. Agents include all persons authorized to represent, act on behalf of, and/or bind the University. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

The U.S. Department of Education's Drug Free Schools and Communities Act requires that as a condition of receiving any form of financial assistance under any Federal program, an institution of higher education must adopt and implement a program to prevent the unlawful possession, use, manufacture or distribution of illicit drugs and alcohol by students and employees. This policy establishes the required components of that program.

University policy prohibits the unlawful possession, use, manufacture or distribution of illicit drugs and alcohol by employees, students, agents, volunteers, employees of affiliated organizations, and visitors on University property...
(leased or owned) or at any University-sponsored activity, regardless of its location. Additionally, drunken or disorderly behavior on property owned or controlled by the University or at functions sponsored or supervised by the University is prohibited. Certain residence halls prohibit the consumption of alcohol. In all other residence halls, students may consume alcoholic beverages in residence hall rooms only if they have reached the legal drinking age of 21. The use or possession of alcoholic beverages in public areas is strictly prohibited unless specifically authorized in writing by the Executive Director of Housing and Residence Life. Employees may only be authorized to consume alcoholic beverages on campus at events approved by the appropriate Dean or Vice President.

Local, Federal and State Legal Sanctions

Employees, students, agents, volunteers, employees of affiliated organizations, or visitors found in violation of this policy are subject to the following local, State and Federal laws:

1. Controlled Substances
   a. Distribution

   Except as authorized in the Drug Control Act, Chapter 34, §54.1-3400 through §54.1-3472 of the Code of Virginia [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC540100003400000000000000], it shall be unlawful for any person to manufacture, sell, give, distribute or possess with intent to manufacture, sell, give or distribute a controlled substance or an imitation controlled substance. §18.2-248, Code of Virginia [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-248].

   Upon conviction, the legal sanctions imposed for a violation of §18.2-248 of the Code are as follows:

   With respect to controlled substances in Schedules I or II, imprisonment for not less than five nor more than 40 years and a fine of not more than $500,000; for a second or subsequent conviction of a violation involving an opiate or synthetic opiate drug (Schedule I or II) a sentence of imprisonment for life, or for any period not less than five years, and a fine of not more than $100,000 may be imposed. §18.2-248, Code of Virginia.

   If a person proves that he or she gave, distributed or possessed with intent to give or distribute a controlled substance classified in Schedule I or II only as an accommodation to another individual who is not an inmate in a community correctional facility, local correctional facility or state correctional facility. . . or in the custody of an employee thereof, and not with intent to profit thereby from any consideration received nor to induce the recipient or intended recipient of the controlled substance to use or become addicted to or dependent upon such controlled substance, he or she shall be guilty of a Class 5 felony. §18.2-248, Code of Virginia.

   Under Virginia law a Class 5 felony conviction carries a punishment of imprisonment not less than one year nor more than 10 years, or a jury or court may confine the convicted violator in jail for not more than 12 months and impose a fine not more than $2,500, either or both.

   A person who violates §18.2-248 with respect to a controlled substance classified in Schedules III, IV, or V shall be guilty of a Class 1 misdemeanor.

   Under Virginia law a conviction for a Class 1 misdemeanor carries a penalty of confinement in jail for not more than 12 months and a fine of not more than $2,500, either or both.

   A person who violates §18.2-248 with respect to an imitation controlled substance shall be guilty of a Class 1 misdemeanor.

   b. Possession

   It is unlawful to knowingly or intentionally possess a controlled substance unless the substance is obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his...
or her professional practice, or as authorized by the Drug Control Act. §18.2-250, Code of Virginia [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-250].

Penalties upon conviction for violations of §18.2-250 are:

- Controlled substances in Schedule I and II of Drug Control Act - Class 5 Felony
- Controlled substances in Schedule III - Class 1 Misdemeanor
- Controlled substances in Schedule IV - Class 2 Misdemeanor (confinement in jail for not more than six months and a fine of not more than $1,000, either or both)
- Controlled substances in Schedule V - Class 3 Misdemeanor (fine of not more than $500)
- Controlled substances in Schedule VI - Class 4 Misdemeanor (fine of not more than $250)

2. Marijuana

a. Manufacture, Sale/Distribution

Except as authorized in the Drug Control Act, Chapter 34 of Title 54.1, it shall be unlawful for any person to sell, give, distribute or possess with intent to sell, give or distribute marijuana. §18.2-248.1, Code of Virginia [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-248.1].

Penalties upon conviction for violations of §18.2-248.1 are:

- Not more than one-half ounce of marijuana - Class 1 misdemeanor;
- More than one-half ounce but not more than five pounds of marijuana - Class 5 felony;
- More than five pounds of marijuana - felony conviction punishable by imprisonment of not less than five nor more than 30 years.

If such a person proves that he or she gave, distributed or possessed with intent to give or distribute marijuana only as an accommodation to another individual and not with intent to profit thereby from any consideration received or expected nor to induce the recipient or intended recipient of the marijuana to use or become addicted to or dependent upon such marijuana, he or she shall be guilty of a Class 1 misdemeanor. §18.2-248.1.

Any person who manufactures marijuana, or possesses marijuana with the intent to manufacture such substance, not for his own use is guilty of a felony punishable by imprisonment of not less than five nor more than thirty years and a fine of not to exceed $10,000.

b. Possession

It is unlawful for any person to knowingly or intentionally possess marijuana unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice, or except as otherwise authorized by the Drug Control Act.

Conviction of a violation of §18.2-250.1 [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-250.1] is a misdemeanor penalized by confinement in jail not more than 30 days and a fine of not more than $500, either or both; any person, upon second or subsequent conviction, is guilty of Class 1 Misdemeanor. §18.2-250, Code of Virginia.

3. Alcohol

Alcoholic beverages include alcohol, spirits (mixed drinks), wine (containing 3.2 percent or more of alcohol by weight) and beer (includes ale, porter, stout). §4-100, Virginia Code.

a. Sale/Possession
No person shall permit anyone employed by him or her under the age of (i) 18 years to sell, serve or dispense in any manner alcoholic beverages for on-premises consumption, except pursuant to subdivisions 1 through 5 of §4.1-200 or (ii) 21 years to prepare or mix alcoholic beverages in the capacity of bartender.

Any person convicted of a violation of this section shall be guilty of a Class 1 misdemeanor.

No person to whom an alcoholic beverage may not lawfully be sold under §4.1-304 shall consume, purchase or possess or attempt to consume, purchase or possess, any alcoholic beverage, except (i) pursuant to subdivisions 1 through 7 of §4.1-200; (ii) where possession of the alcoholic beverages by a person less than 21 years of age is due to such person's making a delivery of alcoholic beverages in pursuance of his or her employment or an order of his or her parent; or (iii) by any State, Federal, or local law-enforcement officer when possession of an alcoholic beverage is necessary in the performance of his or her duties. Such person may be prosecuted either in the county or city in which the alcohol was possessed or consumed or in the county or city in which the person exhibits evidence of physical indicia of consumption of alcohol. It shall be an affirmative defense to a charge of a violation of this subsection if the defendant shows that such consumption or possession was pursuant to subdivision 7 of §4.1-200.

No person under the age of 21 years shall use or attempt to use any (i) altered, fictitious facsimile or simulated license to operate a motor vehicle, (ii) altered, fictitious, facsimile or simulated document, including, but not limited to a birth certificate or student identification card, or (iii) motor vehicle operator's license, birth certificate or student identification card of another person in order to establish a false identification or false age for himself or herself to consume, purchase or attempt to consume or purchase an alcoholic beverage.

Any person found guilty of a violation of this section shall be guilty of a Class 1 misdemeanor. Upon conviction, (i) such person shall be ordered to pay a mandatory minimum fine of $500 or ordered to perform a mandatory minimum of 50 hours of community service as a condition of probation supervision and (ii) the license to operate a motor vehicle in the Commonwealth of any such person age 18 or older shall be suspended for a period of not less than six months and not more than one year; the license to operate a motor vehicle in the Commonwealth of any juvenile shall be handled in accordance with the provisions of §16.1-278.9. The court, in its discretion and upon a demonstration of hardship, may authorize an adult convicted of a violation of this section the use of a restricted permit to operate a motor vehicle in accordance with the provisions of subsection E of §18.2-271.1 or when referred to a local community-based probation services agency established pursuant to Article 9 of Chapter 1 of Title 9.1. During the period of license suspension, the court may require an adult who is issued a restricted permit under the provisions of this subsection to be (a) monitored by an alcohol safety action program, or (b) supervised by a local community-based probation services agency established pursuant to Article 9 of Chapter 1 of Title 9.1, if one has been established for the locality. The alcohol safety action program or local community-based probation services agency shall report to the court any violation of the terms of the restricted permit, the required alcohol safety action program monitoring or local community-based probation services and any condition related thereto or any failure to remain alcohol-free during the suspension period.

Any alcoholic beverage purchased or possessed in violation of this section shall be deemed contraband and forfeited to the Commonwealth in accordance with §4.1-338.

F. PROCEDURES
1. Disciplinary Sanctions

The University wishes to provide all reasonable assistance to faculty, staff, and students in dealing with alcohol and drug problems. For employees, the imposition of disciplinary sanctions will occur only after an individual is offered an opportunity to correct and fails to effectively deal with his or her problem or when the employee has committed a serious violation of University policy or Federal/State law. Students shall be subject to sanctions for violations of the University's Code of Student Conduct as outlined in the Student Disciplinary Policies and Procedures [http://www.odu.edu/ao/bov/manual/pdfs/1530.pdf].

Disciplinary sanctions for employees and students engaged in the unlawful possession, use, manufacture or distribution of illicit drugs or alcohol on University property are as follows:

a. Employees

Disciplinary action up to and including discharge and participation in a drug abuse assistance or rehabilitation program is at the discretion of management. Faculty sanctions for such violations shall be in accordance with the rules specified in the Faculty Handbook [http://www.odu.edu/ao/facultyhandbook/index.php]. Classified and wage employee sanctions for such violations shall be in accordance with the Commonwealth’s Standards of Conduct Policy [http://www.dhrm.state.va.us/hrpolicy/web/pol1_60.pdf].

b. Students

Disciplinary action up to and including disciplinary dismissal is administered in accordance with the rules specified in the Student Disciplinary Policies and Procedures [http://www.odu.edu/ao/bov/manual/pdfs/1530.pdf] and Residence Hall Handbook [http://studentaffairs.odu.edu/housing/docs/Policy_Procedure_Handbook.pdf]. Sanctions may otherwise include (but are not limited to) disciplinary probation, fines, parental notification (for students under 21 at the time of the notification), and disciplinary suspension. Mandatory alcohol or drug education and/or counseling may also be a required portion of the sanction.

2. Available Drug or Alcohol Counseling and Treatment

The Employee Assistance Program (EAP) is a confidential counseling, assessment, and referral service developed to help state employees cope with drug and alcohol as well as other problems. Services are confidential and without charge. The EAP is available to all employees and their family members who are enrolled in one of the State's health benefits plans (COVA Connect, COVA Care or COVA HDHP). To access the EAP, employees should call the telephone number on the back of the COVA card or contact the Department of Human Resources for the number.

Students who wish help with drug and alcohol problems can contact the Old Dominion University Office of Counseling Services at extension 3-4401. Counseling services are available to all students on a scheduled appointment basis.

In addition to the above services, many community resources are available to provide services to faculty, staff and students experiencing drug and alcohol problems. The Office of Counseling Services can provide information regarding these services.

A condensed version of this policy, as well as information about risks of alcohol and specific illicit drugs, shall be distributed annually to every Old Dominion University employee and student in accordance with the Drug Free Schools and Communities Act. The Office of Human Resources shall be responsible for distribution to employees, and the Office of Student Affairs shall be responsible for distribution to students.

G. RESPONSIBLE OFFICER

University Counsel
H. RELATED INFORMATION

University Policy 1040, Use of Alcoholic Beverages [http://www.odu.edu/ao/polnproc/pdfs/1040.pdf]
Drug-Free Workplace

The federal Drug-Free Workplace Act requires that faculty be informed that the unlawful or unauthorized manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of any state-owned, controlled, or leased property, or the site where state work is performed. Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and/or may be required to participate satisfactorily in an appropriate rehabilitation program. As a condition of employment, each employee must abide by the terms of this prohibition and notify his or her supervisor of any criminal drug statute conviction based upon conduct occurring either on or off the workplace no later than five days after such conviction.

The State policy on alcohol and other drugs generally parallels the Drug-Free Workplace Act. The policy expands the federal act by addressing violations of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace.

If there are any questions about this matter, please contact the Department of Human Resources.

Sanctions

Faculty and staff are expected to comply with State and federal law and state and university policies concerning alcohol and drugs. University sanctions for violating any of these policies or laws may include a warning through dismissal in accordance with the prescribed procedures. Faculty and faculty administrators are governed by the procedures in this Handbook. Violation of local, state, or federal law may also result in prosecution by the appropriate legal authorities.

Resources

Old Dominion University's complete Drug and Alcohol Policy may be found in the university's Policies and Procedures, #6603. Copies of the university's policy and the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained by contacting the Department of Human Resources.

For information regarding employee assistance programs and the university's health care programs' coverage for outside alcohol and drug treatment, contact the benefits manager in the Department of Human Resources at 683-4760. Referrals (management or self) for assistance will not jeopardize job security in any manner.

-Approved by the president
October 8, 1990
Gun & Weapon Regulation

8VAC65-10-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"University property" means any property owned, leased, or controlled by Old Dominion University.

"Weapon" means (i) firearms; (ii) knives, machetes, straight razors, spring sticks, metal knucks, or blackjacks; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration having at least two points or pointed blades, that is designed to be thrown or propelled and that may be known as a throwing star or oriental dart; and (v) any electrical conduction weapon including tasers. "Weapon" does not mean knives used for domestic purposes, pen or folding knives with blades less than three inches in length, or box cutters and utility knives kept or carried for use in accordance with the purpose intended by the original seller.

8VAC65-10-20. Possession of weapons prohibited.

Possession or carrying of any weapon by any person, except a police officer, is prohibited on university property in academic buildings, administrative office buildings, student residence buildings, or dining facilities, or while attending sporting, entertainment, or educational events. Entry upon the university property described in this section in violation of this chapter is expressly forbidden.

8VAC65-10-30. Person lawfully in charge.

In addition to individuals authorized by university policy, Old Dominion University police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon university property while possessing or carrying weapons in violation of this chapter.

-Approved by the Board of Visitors
Effective as of January 13, 2012
Policy on Children in the Workplace
(University Policies and Procedures, #6702)

A. Purpose
The purpose of this policy is to establish guidelines for children in the workplace in order to minimize potential liability to the University, risk of harm to children, and decreased employee productivity due to distractions and disruptions.

B. Authority
Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. Definitions
Minor children – persons under the age of 18

D. Scope
This policy applies to all employees and volunteers. Employees include all staff, administrators, faculty, full- or part-time, classified or non-classified persons who are paid by the University.

E. Policy Statement
Old Dominion University believes in an environment that is conducive to work; therefore, the workplace shall not be used in lieu of childcare. Office and work space is not designed with the safety of children in mind. There are safety hazards and possible university and supervisory liability in the event of accident or injury. Although the University strives to be a family-friendly environment, it is not appropriate to bring children to work as a substitute for making arrangements for regular childcare while at work.

Minor children and family members are not prohibited from being in the workplace during university-sponsored events intended for children and/or families or community participation.

F. Procedures
1. There may be occasions when brief visits by minor children are necessary. These visits are at the supervisor's discretion and the employee should receive prior permission before bringing a minor child to the workplace. In these circumstances, children will be the responsibility of the employee while in the workplace.
2. Supervisors may make an exception for a temporary, unforeseen emergency, but no employee may have a child in the workplace without the supervisor's permission or use the workplace as an alternative to childcare or for any other purpose. As necessary, supervisors may grant leave or flexible hours, at their discretion, in order for employees to deal with emergency or unforeseen circumstances.
3. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness and liability posed by the presence of the minor children in the workplace.
   a. No minor child may ever be allowed into an area that is potentially hazardous.
   b. Children exhibiting symptoms of potentially contagious illnesses shall not be brought into the workplace.

G. Responsible Officer
Director of Human Resources

H. Related Information
University Policy 6202 – Telework Policy

- Approved by the president
June 1, 2006
Revised June 24, 2010
Use of Facilities and Grounds
(University Policies and Procedures, #3200)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3200.pdf
Fixed Asset Control
(University Policies and Procedures, #3400)

The policy can be found at the following link:
http://www.odu.edu/ao/polnproc/pdfs/3400.pdf
Reserving Space in Academic Buildings for Temporary Use

Any faculty member wishing to reserve space in academic buildings for temporary use should follow the procedures outlined below.

1. A tentative hold may be placed on a room in an academic building by contacting Academic Scheduling, Office of the University Registrar, in Room 116 Rollins Hall, Ext. 3-4434.
2. A room will be held for 24 hours, pending receipt of an e-mail requesting the specified room. The request must include the intended activity, dates and times of use, confirmation number supplied by Scheduling, and a point of contact with telephone number.
3. Make reservations as early as possible but no less than 10 days prior to the scheduled event.
4. Release any space not needed as a courtesy to other organizations.
5. In the case of co-sponsorship, the non-university organization co-sponsoring the event must be listed on the e-mail request.
6. Audio/visual support must be requested directly from Media Services.
7. No food or beverages are allowed in classrooms. For food or beverage associated events, please make arrangements to hold the event in Webb Center by contacting Webb Center Scheduling.

For further information about reserving space in academic buildings for temporary use, contact Academic Scheduling, Office of the University Registrar, in Room 116 Rollins Hall, Ext. 3-4434.

-Approved by the president
October 1, 2003
Solicitation Policy
(University Policies and Procedures, #1600)

Statement: 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 its faculty, staff, students, and visitors.

1. Solicitation shall be defined as: (1) selling or promoting products, goods, or services; (2) use of staff and faculty listings for the purpose of solicitation; (3) seeking contributions or pledges; and (4) conducting membership drives for non-university affiliated organizations.

2. Other appropriate university solicitation policies exist; however, this policy will serve to summarize information that affects the entire university community. For guidelines affecting student solicitation issues, the dean of students and chief student affairs officer maintains policies regarding the Webb Center, residence halls, and non-academic use of space.

3. Sales representatives or vendors dealing in university supplies, equipment, or services may conduct business in accordance with university regulations. One example of an approved activity is periodic benefits/retirement fairs designed to inform faculty and staff of available benefits programs.

4. Fund-raising or sales activities (such as the university's Dominion Fund Campus Community Campaign, the State Employee's Commonwealth of Virginia Campaign, or blood drives) sponsored by the university are considered authorized activities when approved by the president and, therefore, are not prohibited by this policy.

5. The university does not provide space for companies to solicit nor does it allow information to be placed on university bulletin boards without prior approval or invitation from appropriate administrative officials. The distribution of flyers placed on vehicle windshields is also prohibited.

6. The university does not allow non-university business meetings with product representatives on university property during an employee's normal working hours.

7. In accordance with the Data Collection and Dissemination Practices Act and university policy 4100, 'Student Record Policy,' the university does not provide employee or student information (i.e., names, addresses, telephone numbers) to companies for solicitation purposes.

8. Persons observed soliciting on university property should be reported to department heads or managers who will then be responsible for determining whether such persons are authorized under (3) or (4) above. If not authorized, the administrator shall inform such persons of this policy and advise them that failure to cease may result in appropriate action against the offender. If the offender is an employee, such action may include discipline in accordance with appropriate university policies.

-Approved by the president
February 1, 1993
Revised June 16, 2003
Revised September 11, 2003
Revised August 1, 2007
Revised September 2, 2008
Old Dominion University Identification Card Program

General Policy

Old Dominion University's full-time faculty and their dependents, or an adult member residing in the household, are eligible for an Old Dominion University identification card. Part-time faculty and staff are eligible for a temporary ID card. University chaplains, Board of Visitors members, and persons assigned to Old Dominion University, but paid by other sources, are also eligible for an identification card.

Monarch Plus Accounts are available with Debit Card capability to nearly all on-campus locations including Monarch Dining, the University Bookstore, vending services, Parking Services and the Ted Constant Convocation Center. Off-campus businesses also accept these accounts. Faculty, staff and students are encouraged to open an account and support the campus and off-campus business partners.

Replacement Cards

There is a fee assessed to faculty and staff members and their dependents for replacing their cards when there is a change of name or when a card is lost or stolen.

Privileges

The holder of a valid I.D. card is entitled to:

- Purchase of a faculty/staff parking decal
- Borrowing privileges from the University Library
- Use of recreation facilities during appropriate hours
- Free official and unofficial transcripts
- Reduced prices for Old Dominion University athletic events
- 10 percent discount toward purchases at the University Bookstore
- Reduced prices for performances of ODU Players

Security Purposes

Faculty/staff members and dependents should carry their I.D. cards while on campus. Campus police officers may request the card for identification purposes.

Surrendering Cards

Faculty and staff members who terminate employment with the university must surrender their cards and their dependents' cards during their exit interviews.
Threat Assessment
(Board of Visitors Policy, #1014)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1014.pdf
Workplace Violence Prevention Policy

University Policy #6501

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: September 30, 2011
Policy Revision Dates: September 30, 2011

A. PURPOSE:

The purpose of this policy is to provide a safe working environment for University employees by establishing preventive measures, determining disciplinary action for policy violations, and providing assistance and support to victims of workplace violence.

B. AUTHORITY:

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Virginia Code Section 23-9.2:10, as amended requires all public colleges and universities to have policies and procedures in place for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community.

Commonwealth’s Department of Human Resource Management Policy 1.80 – Workplace Violence
Commonwealth’s Department of Human Resource Management Policy 2.30 – Workplace Harassment

C. DEFINITIONS

Prohibited Conduct - Behaviors including, but not limited to, intentionally:

- Injuring another person physically;
- Engaging in written, electronic, verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- Engaging in written, electronic, verbal or physical behavior that subjects an identifiable individual to extreme emotional distress;
- Defacing or damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious or threatening acts related to sexual misconduct, stalking, dating or domestic violence, or sexual harassment;
- Brandishing a weapon or firearm; and
- Retaliating against any individual who, in good faith, reports a violation of this policy.

Third Parties - Individuals who are not State employees, such as relatives, acquaintances or strangers.

Workplace - Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and surrounding perimeters, such as parking lots, field locations, and alternate work locations, and travel to and from work assignments.

Workplace Violence - Any physical assault, threatening behavior, prohibited conduct or verbal abuse occurring in the workplace on property owned or controlled by the University.

D. SCOPE

This policy applies to all employees, volunteers, and employees of affiliated organizations. Employees include all staff, administrators, faculty, full- or part-time, classified or non-classified persons, and students who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT

Old Dominion University prohibits workplace violence. Individuals engaging in prohibited conduct shall be subject to disciplinary action under the appropriate policies, up to and including dismissal.

It is the responsibility of every employee to take any prohibited conduct seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.

F. PROCEDURES

In all cases, any individual who feels he or she is in immediate danger should call 911. He or she may also contact the ODU Police Department (ODUPD) (757-683-4000) or the Norfolk Police Department (757-441-5610).

1. Responsibilities
Department heads, directors, and supervisors are responsible for responding to complaints of prohibited conduct, communicating the policy to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

2. Implementation

The Office of Human Resources will coordinate employee-related preventive measures, including conducting criminal conviction checks in accordance with University policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals and providing assistance in case management to the Threat Education, Assessment and Management Team, and coordinating with other University and community resources to support victims of violence.

The Office of Human Resources shall establish a mechanism for employees to report violations of this policy in a manner that protects the safety and anonymity of reporting persons and shall communicate this policy to all employees.

The Vice President for Human Resources shall appoint a Coordinator responsible for overall implementation of a workplace violence prevention program. The Coordinator shall, with the assistance of the Workplace Violence Prevention Committee, develop and implement a plan to address and prevent workplace violence.

3. Workplace Violence Prevention Committee

As part of a larger, institution-wide commitment to a safe workplace, the Vice President for Human Resources or designee will chair a campus-wide Workplace Violence Prevention Committee, which will be appointed by the President and responsible for:

a. Conducting an annual review to identify potential or existing risks, including gathering and analyzing reports and data to identify high-risk departments, activities, or locations;

b. Recommending and implementing employee awareness and training programs on workplace violence, to include the following:
   • training for supervisors and managers to recognize conditions that might contribute to workplace violence and to properly address these situations;
   • training for employees to enable them to properly recognize and to respond to potentially violent situations in the workplace; and
   • notifying the University community of resources and services available in response to workplace violence and the potential for domestic violence.

c. Implementing plans and protocols for responding to credible threats and acts of violence (crisis management plan);

d. Reviewing periodic summary reports from the ODUPD, the Office of Human Resources, and other offices;

e. Communicating internally with employees regarding workplace violence prevention programs; and

f. Evaluating the effectiveness of the University’s workplace violence prevention programs.

G. RESPONSIBLE OFFICER

Employee Relations Manager, Office of Human Resources

H. RELATED INFORMATION

Commonwealth’s Department of Human Resource Management Policy 1.60, Standards of Conduct
Old Dominion University Board of Visitors Policy 1013 – Firearms, Weapons and Certain Related Devices
Old Dominion University Board of Visitors Policy 1014 – Threat Assessment
Old Dominion University Board of Visitors Policy 1530 – Student Disciplinary Policies and Procedures
University Policy 3012 – Safety and Security Policy
University Policy 3230 – Sexual Harassment Policy
University Policy 6330 – General Harassment Policy
University Policy 4600 – Sexual Misconduct Policy
Disruptive Behavior Policy for Faculty and Administrators

January 2016
Procedures for Student Suicidal and Emotionally Disruptive Behavior

In the case of behavior or statements which indicate that a student may be suicidal or is emotionally disruptive to the academic process, these procedures will be followed:

1. The student will be asked to meet with the vice president for student services/dean of students and the director of counseling and advising services, who will make an assessment. If action or a decision is required prior to the completion of an assessment, the vice president for student services/dean of students will determine what action will be taken.

2. If an assessment determines that further action is necessary, the student may:
   a. be instructed by the vice president for student services/dean of students to voluntarily seek counseling and provide documentation to the Office of Student Services;
   b. be charged with a violation of the Code of Student Conduct;
   c. be summarily dismissed from the university in accordance with the university's disciplinary procedures.

3. If the student's behavior is threatening or results in serious injury to others, campus police will be called immediately.

In the case of an attempted suicide which requires immediate medical or professional counseling, the following procedures will be followed:

1. Call the Norfolk Emergency Number 911.
2. Call campus police and notify them that an emergency exists and that the emergency 911 number has been called. Campus police will dispatch an officer to the scene and will notify the vice president for student services/dean of students of the incident.

Students previously dismissed from the university due to emotionally disruptive behavior must follow the following procedures in order to be readmitted to the university:

1. The student must submit a letter to the director of counseling and advising services from the mental health professional who has treated him or her indicating the student's readiness to participate successfully in the university environment.
2. The student will then be evaluated by a university mental health professional who will submit a recommendation to the director of counseling and advising services with regard to the student's reentry into the university. A positive recommendation may include provisions to which the student must agree prior to being granted readmission.

-Approved by the provost and vice president for academic affairs
July 1, 2003
Guidelines and Policy on Dealing with Disruptive Students

Appropriate conduct by students is an absolute requirement in the college and distance education classroom and the university must operate with a policy of zero tolerance for any disruptive behavior. The term ‘disruptive behavior’ means any behavior that substantially interferes with the conduct of a class. Disruptive behavior may include but is not limited to:

- Persistent late arrivals or leaving early in a manner that disrupts the regular flow of the class.
- Talking while the instructor is talking.
- Speaking in class without first obtaining recognition and permission to speak.
- Use of electronic equipment such as cell phones, computers, MP3 players, etc. in a manner that disrupts the class.
- A student who becomes belligerent or verbally abusive when confronted as a result of his/her inappropriate behavior.

These guidelines are designed to provide faculty members with their options when confronted with disruptive students as well as inform them of the mechanisms they may use to correct the problem.

The most powerful deterrent to classroom disruption is for the faculty member to provide class expectations concerning appropriate conduct in the classroom. Each faculty member should publish in the course syllabus the course attendance policy, behavior policies, and other expectations for appropriate conduct in the classroom. A faculty member may consider disruptive behavior when assigning grades for the class if participation is part of the final grade.

Students do not have the right to engage in behavior that is disruptive in the classroom. The instructor of record has the authority to maintain appropriate classroom behavior in all courses offered by Old Dominion University, whether in traditional or distance modes. Faculty have the right to immediately confront any student causing disruptive behavior, and request cessation of the behavior. A follow-up conversation with the student(s) is recommended to reinforce the faculty member's expectations for appropriate conduct in the classroom. In situations in which students are cooperative with the faculty member's request to cease disruptive behavior, the faculty member need only report the incident to the department chair.

Should any student choose not to respond to a request to cease disruptive behavior, the faculty member should ask the student to leave the classroom to prevent further disruption to the class. A disruptive student should be reported to the Office of Student Conduct and Academic Integrity for disciplinary action under the Student Disciplinary Policies and Procedures.

Students engaged in classroom disruption will normally be charged with:

1. Failure to comply with the directions of university officials, their authorized agents, and local police agencies acting in the performance of their duties; and/or
2. Obstruction or disruption of university activities.

Should a student refuse to leave a classroom when asked to do so, or should a faculty member become concerned about his/her personal safety or the safety of the class, the Old Dominion University Police Department should be called immediately to remove the student. Even if the student leaves the classroom before Old Dominion University police arrive, the student is to be reported to the Old Dominion University Police Department and the Office of Student Conduct and Academic Integrity for appropriate disciplinary action.

If a faculty member is concerned about the behavior of a student or a group of students, the dean and department chair will consult with the faculty member about ways to improve the situation and will intervene in order to correct the problem.

- Approved by the provost and vice president for academic affairs
  February 27, 1992
  Revisions approved by the president
  February 18, 2003
  December 1, 2010

January 2016
Student AIDS Policy
(University Policies and Procedures, #4400)

Statement: As its primary approach and response to the AIDS epidemic, the university focuses on educating various groups about the disease. These target groups include selected administrators, Student Health Services personnel, Residence Life staff and assistants, Old Dominion University students (on and off campus), students in allied health professions, staff, faculty, and the local community.

Students who are HIV positive or have AIDS are not required to reveal this information to anyone at the university. If a student decides to reveal this information to a university employee, confidentiality will be maintained. No information will be released without prior written consent of the individual with AIDS.

There will be no restrictions placed on students with AIDS or a positive HIV antibody test. In certain situations, a health care provider may recommend a private room for an individual with AIDS to protect the health of the immunodeficient individual. Every effort should be made to meet these requests.

No program of screening students for AIDS will be initiated. Information regarding screening will be available for those students who request it through Student Health Services.

Guidelines for safe handling of blood and body fluids have been formulated (see Bloodborne Pathogens Exposure Control Plans by Student Health Services, Athletic Department, etc.). The Bloodborne Pathogen program is overseen by the Office of Environmental Health and Safety.

These recommendations were formulated based on the recommendations of the American College Health Association in their "General Statement on Institutional Response to AIDS" of January 1988.

- Approved by the president
January 1, 1995
Revised May 10, 2001
Safety and Security Policy
(University Policies and Procedures, #3012)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3012.pdf
Emergency Management Policy
(University Policy, #1021)

The policy can be found at the following link:
https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1021.pdf
Student Complaint Procedure

Although the University and its Colleges have a variety of procedures for dealing with student-initiated complaints, including grade appeals, general harassment, sexual harassment complaints, disability accommodations, and discrimination, those procedures generally have not covered student complaints about faculty conduct in the classroom or other formal academic settings. The University recognizes that the instructor has the authority to maintain appropriate classroom behavior and respects the academic freedom of the faculty (see Board of Visitors Policy 1403: Academic Freedom). The University will not normally interfere with content or style of teaching activities. The University recognizes the responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures (see Board of Visitors Policy 1502: Student Rights and Freedoms).

I. General Provisions Procedures

A. Determination of Appropriate Procedure. The student is responsible for filing the complaint under the proper procedure. Complaints should only be filed using this procedure if there is no other provision available. Failure to follow the appropriate procedures may result in the complaint not being heard.

B. Student Complaints and Concurrent Procedures

The act of filing a complaint under this procedure will not normally delay any pending process or procedure involving the student and/or faculty member. Normally, any concurrent process or procedure will move forward independently of the student complaint, though it may be delayed for good cause as determined by the appropriate University official(s).

C. Retaliation

No student who files a complaint under this procedure shall be subject to any form of retaliation by any person, department, program or college.

II. Procedures

A. STEP 1 - Informal Resolution. Students must first attempt to resolve complaints informally. Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first raise the issue with the faculty member. In the event this is not feasible, the student will contact the Department Chair. In instances where there is no Department Chair, the student should contact the Program Director.

B. STEP 2 - Formal Complaint. If the issue is not resolved informally, the student may contact the Department Chair or Program Director if there is no Chair. In instances where the Chair is the subject of the complaint, the student should contact the Dean of the College to which the chair is assigned. The student must contact the Chair (or Program Director if there is no Chair or Dean if the Chair is the subject of the complaint) within 30 business days of the action from which the complaint rises or the complaint will be barred. The Chair or Dean has the discretion to accept a complaint filed after this deadline for good cause.

The complaint must be in writing and contain:

a. The student’s name and University Identification Number
b. The faculty member’s name and the course subject area prefix and number
c. A detailed description of the nature of the complaint
d. A detailed description of attempts at informal resolution with the faculty member and Chair
e. A detailed description of the relief sought

C. STEP 3 - Investigation

The Chair may designate a faculty member to investigate the complaint. If the Chair is the subject of the complaint, the student shall contact the academic Dean who will designate a faculty member to investigate the complaint. The person investigating the complaint will meet, either independently or collectively, with the student and the person who is the subject of the complaint within 10 business days from the filing of the complaint. The decision should be issued in writing to the student and the faculty member within 20 business days of the date the complaint is filed.

The complaint process is not intended to be an adversarial hearing and both the interviews of the student and the faculty member will usually be conducted without the other present.

D. STEP 4 - Appeal Procedure. If the student is not satisfied with the resolution in Step 3, the student may file a formal appeal with the appropriate academic Dean. The appeal must be filed within five business days after the decision in Step 3 has been sent. The Dean has the discretion to accept a complaint filed after this deadline for good cause.

The appeal must be in writing and contain:
a. The student's name and University Identification Number
b. The faculty member's name and the course subject area prefix and number
c. A detailed description of the nature of the complaint
d. A detailed description of attempts at resolution with the faculty member and Chair or Program Director
e. A detailed description of the relief sought
f. A copy of the Chair's (or Program Director's) finding and supporting documents. (No new information is permitted.)

1. The Dean shall provide the faculty member and Chair or Program Director a copy of the appeal.
2. The Dean may consider the appeal or appoint a faculty member to consider the appeal. The person appointed shall not have been involved as a decision maker in Steps 1-3 above.
3. The person considering the appeal shall review the materials and issue the finding within 30 business days from the date the appeal is filed. The review of materials will generally occur outside the presence of the complainant and respondent, and it will be limited to a review of the record. The person considering the appeal may interview any person, such as the original decision-maker, as needed.
4. The person making the decision shall first determine whether the conduct in question is protected by academic freedom and whether the student’s complaint is best addressed by this process.
5. At the end of the review, a written decision will be issued. A copy of the decision will be sent to the complaining student, the faculty member, and the Chair or Program Director.
6. The decision by the designee of the Dean is final.

- Approved by the president
May 13, 2011
Code of Student Conduct

The policy can be found at the following link:
https://www.odu.edu/content/dam/odu/offices/bov/policies/1500/BOV1530.pdf
Interim Suspension

The chief student affairs officer, or designee, may suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that in the opinion of the chief student affairs officer the continued presence of the student at the University poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal University functions.

A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the chief student affairs officer or a designee in order to discuss the following issues only:

a. the reliability of the information concerning the student's conduct, including the matter of his or her identity;
b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to him/herself or to others or the stability and continuance of normal University functions.

The suspended student shall be able to appeal the decision to the president, or the designee. The decision of the president, or designee, shall be final.

The chief student affairs officer and/or president, or designees, may impose conditions to re-admittance to the University as the conditions warrant.

-Approved by the president
April 30, 2009
Posthumous Degree or Certificate of Recognition or Achievement for Terminally Ill and Deceased Students
(Board of Visitors Policy, #1408)

The policy can be found at the following link:
http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1408.pdf
APPENDIX

Schedules for Faculty Personnel Actions

The following schedules are provided by the provost and vice president for academic affairs as guidance for faculty, chairs, deans and committees who are involved in various personnel actions. Only those dates noted with an asterisk are mandated by policy. All other dates are approximate and intended to facilitate the process.

Schedule of Reappointment/Nonreappointment of Nontenured Faculty Members in the First Year of Service and Lecturers and Senior Lecturers in their First Year of Employment

12/15 Faculty member submits materials, including the teaching portfolio review, for evaluation to the department/school chair.

12/15 Department/school chair submits faculty member materials for evaluation to the department/school committee.

1/15 Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.

2/1 Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member.

3/1* Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.

3/15 Faculty member may request a review by the provost and vice president for academic affairs, in the case of a nonreappointment decision by the dean.

4/1 Provost and vice president for academic affairs makes a final decision on appeals of nonreappointment and informs the faculty member. The provost and vice president for academic affairs’ decision is final.

*Mandated by policy
Schedule of Reappointment/Nonreappointment of Nontenured Faculty Members in the Second and Subsequent Years of Service (Non-Tenured and Non-First Year Faculty)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1</td>
<td>Faculty member submits teaching portfolio review materials to the department/school chair.</td>
</tr>
<tr>
<td>9/1</td>
<td>Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.</td>
</tr>
<tr>
<td>10/1</td>
<td>Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.</td>
</tr>
<tr>
<td>10/1</td>
<td>Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair. In the fall immediately following the pre-tenure review, the faculty member's pre-tenure evaluation materials with any appropriate updates added by the faculty member or chair will be used for the annual evaluation process.</td>
</tr>
<tr>
<td>10/1</td>
<td>Department/school chair submits materials from faculty member for evaluation to department/school committee.</td>
</tr>
<tr>
<td>11/1</td>
<td>Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.</td>
</tr>
<tr>
<td>11/15</td>
<td>Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member.</td>
</tr>
<tr>
<td>12/15*</td>
<td>Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.</td>
</tr>
<tr>
<td>1/15</td>
<td>Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.</td>
</tr>
<tr>
<td>2/1</td>
<td>Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.</td>
</tr>
</tbody>
</table>

*Mandated by policy*
## Schedule of Reappointment/Nonreappointment of Lecturers and Senior Lecturers (Beyond Their First Year of Employment)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1</td>
<td>Faculty member submits teaching portfolio review materials to the department/school chair.</td>
</tr>
<tr>
<td>9/1</td>
<td>Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.</td>
</tr>
<tr>
<td>10/1</td>
<td>Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.</td>
</tr>
<tr>
<td>10/1</td>
<td>Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair.</td>
</tr>
<tr>
<td>10/1</td>
<td>Department/school chair submits materials from faculty member for evaluation to department/school committee.</td>
</tr>
<tr>
<td>11/1</td>
<td>Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.</td>
</tr>
<tr>
<td>11/15</td>
<td>Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member.</td>
</tr>
<tr>
<td>12/15*</td>
<td>Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.</td>
</tr>
<tr>
<td>1/15</td>
<td>Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.</td>
</tr>
<tr>
<td>2/1</td>
<td>Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs’ decision is final.</td>
</tr>
</tbody>
</table>

*Mandated by policy
Schedule For Faculty Seeking Conversion of a Non-Tenure Eligible Position to Tenure-Eligible and Appointment to the Rank of Assistant Professor

9/1 or 1/1 Faculty member submits his or her application to the department/school chair.
9/8 or 1/8 Department/school chair identifies external reviewers and requests evaluation.
10/8 or 2/8 External evaluations submitted to the department/school chair.
10/8 or 2/8 Department/school chair submits faculty member's application to the department/school committee.
10/23 or 2/23 Department/school committee submits recommendation concerning conversion of a non-tenure eligible position to tenure-eligible and appointment to the rank of assistant professor to the department/school chair.
11/1 or 3/1 Department/school chair submits recommendation on conversion of a non-tenure eligible position to tenure-eligible and appointment to the rank of assistant professor, together with all materials, to the college promotion and tenure committee.
11/15 or 3/15 College committee makes its recommendation on conversion of a non-tenure eligible position to tenure-eligible and appointment to the rank of assistant professor, together with all materials, to the dean.
12/1 or 4/1 Dean makes his or her recommendation on conversion of a non-tenure eligible position to tenure-eligible and appointment to the rank of assistant professor, together with all materials, to the provost and vice president for academic affairs.
12/15 or 4/15 Provost and vice president for academic affairs makes a final decision on conversion of a non-tenure eligible position to tenure-eligible and appointment to the rank of assistant professor, providing copies to the faculty member, department/school chair, the dean, and the president. The decision of the provost and vice president for academic affairs is final.
## Schedule for Pre-Tenure Review (Non-Tenured and Non-First Year Faculty)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1</td>
<td>Provost and vice president for academic affairs sends letters to deans listing faculty members scheduled for pre-tenure review, providing copies to faculty member and department/school chair.</td>
</tr>
<tr>
<td>2/1</td>
<td>Faculty member submits materials concerning pre-tenure review to department/school chair for review by department/school committee.</td>
</tr>
<tr>
<td>3/1</td>
<td>Department/school committee submits comments to the department/school chair concerning pre-tenure review and provides a copy to the faculty member.</td>
</tr>
<tr>
<td>3/15</td>
<td>Department/school chair submits comments to the dean concerning pre-tenure review for review by the college promotion and tenure committee and provides a copy to the faculty member.</td>
</tr>
<tr>
<td>4/1</td>
<td>College promotion and tenure committee submits comments to the dean concerning pre-tenure review and provides a copy to the faculty member.</td>
</tr>
<tr>
<td>5/1*</td>
<td>Dean submits pre-tenure review report to the provost and vice president for academic affairs. (Review is conducted during the spring of the third year of service for tenure-track faculty with no previous teaching experience and during the summer after the second year of service for tenure-track faculty with one or two years of previous teaching experience counted toward the probationary period. At some point during the process, the dean meets with the faculty member and chair.)</td>
</tr>
<tr>
<td>6/1</td>
<td>Provost and vice president for academic affairs responds to faculty member concerning pre-tenure review evaluation, providing copies to dean and department/school chair.</td>
</tr>
</tbody>
</table>

*Mandated by policy*
**Schedule for Pre-Tenure Review for Faculty Appointed at Mid-Year (Non-Tenured and Non-First Year Faculty)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1</td>
<td>Provost and vice president for academic affairs provides a list to the dean of the faculty appointed at mid year scheduled for pre-tenure review, with copies to the faculty member and department/school chair.</td>
</tr>
<tr>
<td>9/1</td>
<td>Faculty member submits materials concerning pre-tenure review to the department/school chair for review by department/school committee.</td>
</tr>
<tr>
<td>10/1</td>
<td>Department/school committee submits comments to the department/school chair concerning pre-tenure review and provides a copy to the faculty member.</td>
</tr>
<tr>
<td>10/15</td>
<td>Department/school chair submits comments to the dean concerning pre-tenure review for review by the college promotion and tenure committee and provides a copy to the faculty member.</td>
</tr>
<tr>
<td>11/15</td>
<td>College promotion and tenure committee submits comments to the dean concerning pre-tenure review and provides a copy to the faculty member.</td>
</tr>
<tr>
<td>12/1*</td>
<td>Dean submits pre-tenure review report to the provost and vice president for academic affairs. (Review is conducted during the fall of the third year of service for tenure-track faculty with no previous teaching experience and during the spring after the second year of service for tenure-track faculty with one or two years of previous teaching experience counted toward the probationary period. At some point during the process the dean meets with the faculty member and chair.)</td>
</tr>
<tr>
<td>1/1</td>
<td>Provost and vice president for academic affairs responds to faculty member concerning the pre-tenure review evaluation, providing copies to the dean and department/school chair.</td>
</tr>
</tbody>
</table>

*Mandated by policy*
Schedule for Faculty Seeking Tenure

5/1 Faculty member and department/school promotion and tenure committee identify potential external reviewers.
5/8 Department/school chair provides names of external reviewers to the dean.
5/15 Dean submits an agreed upon list of external reviewers to the provost and vice president for academic affairs. Upon final approval of the provost and vice president for academic affairs, the department/school chair initiates the review process.
5/15 Faculty member submits his or her research portfolio and curriculum vitae to be sent to external reviewers to department/school chair.
9/1 Faculty member submits his or her tenure file to department/school chair and a copy of the file to the Office of Academic Affairs.
9/15 Department/school chair submits the faculty member’s tenure file, including external evaluations, to department/school committee.
10/1 Provost and vice president for academic affairs convenes the University Promotion and Tenure Committee. The committee will receive its charge and elect a committee chair.
10/1 Department/school committee submits its recommendation on tenure based on merit and needs of the department/school to the department/school chair and provides a copy to the faculty member. In instances of a non-unanimous vote, a summary of minority opinion must be included. Refer to the Board of Visitors Policy on Tenure as contained in this Handbook.
10/15 Department/school chair submits recommendations on tenure, together with all documents, to the dean for review by the college committee, if either the department/school committee or the department/school chair or both are recommending tenure and provides a copy of the recommendation to the faculty member.
10/15 Department/school chair advises the faculty member, providing a copy to the dean and provost and vice president for academic affairs, if neither the department/school committee nor the department/school chair recommends tenure.
11/1 Faculty member may request a review by the college committee and the dean, if neither the department/school committee nor the department/school chair recommends tenure. If further review is requested, all materials including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. The dean then makes a decision concerning tenure and informs the faculty member. If either the decision of the college committee or that of the dean is positive, the case is considered in accordance with the procedure for tenure consideration as found in the Board of Visitors Policy on Tenure and the remainder of this schedule.
11/15 College committee submits its recommendations on tenure to the dean, based on merit and needs as defined by the Board of Visitors Policy on Tenure, and provides a copy to the faculty member.
12/10 Dean makes recommendation on tenure, with reasons, to the provost and vice president for academic affairs and provides a copy to the faculty member.
12/20 The faculty member may request a review by the provost and vice president for academic affairs if neither the college committee nor the dean recommends tenure.
1/5 Provost and vice president for academic affairs replies on the further consideration of tenure requested by the faculty member who was not recommended by the college committee or the dean. The decision of the provost and vice president for academic affairs on further consideration of tenure is final.
1/5 Provost and vice president for academic affairs forwards information on tenure cases for review to the University Promotion and Tenure Committee.
1/15 Provost and vice president for academic affairs provides a list to the dean of faculty eligible for consideration for tenure during the next academic year.
2/15 University Promotion and Tenure Committee makes recommendations (with reasons, including minority reasons, if any) concerning tenure to the provost and vice president for academic affairs and provides a copy to the faculty member.
3/1* Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the tenure file.

3/15 Provost and vice president for academic affairs makes determinations on tenure. Determinations from the provost and vice president for academic affairs in favor of tenure are submitted to the president for presentation to the Board of Visitors, and a copy is provided to the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.

4/30* Board of Visitors or its designated committee makes its decision on tenure. Upon approval of the Board or its designated committee, the faculty member is offered a tenure contract for the coming year.

4/30* Provost and vice president for academic affairs notifies faculty member if his/her decision is against tenure. If the decision against tenure is made in the year preceding the end of the limit on the probationary period, the faculty member is notified that a terminal contract will be offered for the ensuing year.

5/15* Faculty member may request a review by the president of a negative tenure decision by the provost and vice president for academic affairs.

6/15* President replies to the faculty member on results of review of denial of tenure.

6/30* Faculty member may request a review by the Board of Visitors or its designated committee of a negative tenure decision that has been reviewed by the president.

7/25* Board of Visitors or its designated committee makes its decision on the review of a negative tenure decision. The decision of the Board or its designated committee is final.

*Mandated by policy
Schedule For Faculty Seeking Tenure Mid-Year

This tenure review calendar for faculty appointed at mid-year is available only to non-tenured faculty whose initial appointments began with the start of the spring semester.

11/1  Faculty member and department/school promotion and tenure committee identify potential external reviewers.

11/8  Department/school chair provides names of external reviewers to the dean.

11/15 Dean submits an agreed upon list of external reviewers to the provost and vice president for academic affairs. Upon final approval of the provost and vice president for academic affairs, the department/school chair initiates the review process.

11/15 Faculty member submits his or her research portfolio and curriculum vitae to be sent to external reviewers to department/school chair.

4/1  Faculty member submits his or her tenure file to department/school chair and a copy of the file to the Office of Academic Affairs.

4/15 Department/school chair submits the faculty member's tenure file, including external evaluations, to department/school committee.

5/1  Department/school committee submits its recommendation on tenure based on merit and needs of the department/school to the department/school chair and provides a copy to the faculty member. In instances of a non-unanimous vote, a summary of minority opinion must be included. Refer to the Board of Visitors Policy on Tenure as contained in this Handbook.

6/1  Department/school chair submits recommendations on tenure, together with all documents, to the dean for review by the college committee, if either the department/school committee or the department/school chair or both are recommending tenure and provides a copy of the recommendation to the faculty member.

6/1  Department/school chair advises the faculty member, providing a copy to the dean and provost and vice president for academic affairs, if neither the department/school committee nor the department/school chair recommends tenure.

6/15 Faculty member may request a review by the college committee and the dean, if neither the department/school committee nor the department/school chair recommends tenure. If further review is requested, all materials including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. The dean then makes a decision concerning tenure and informs the faculty member. If either the decision of the college committee or that of the dean is positive, the case is considered in accordance with the procedure for tenure consideration as found in the Board of Visitors Policy on Tenure and the remainder of this schedule.

9/15 College committee submits its recommendations on tenure to the dean, based on merit and needs as defined by the Board of Visitors Policy on Tenure, and provides a copy to the faculty member.

10/1  Dean makes recommendation on tenure, with reasons, to the provost and vice president for academic affairs, and provides a copy to the faculty member.

10/15 The faculty member may request a review by the provost and vice president for academic affairs if neither the college committee nor the dean recommends tenure.

10/25 Provost and vice president for academic affairs replies on the further consideration of tenure requested by the faculty member who was not recommended by the college committee or the dean. The decision of the provost and vice president for academic affairs on further consideration of tenure is final.

10/25 Provost and vice president for academic affairs forwards information on tenure cases for review to the University Promotion and Tenure Committee.

11/15 University Promotion and Tenure Committee makes recommendations (with reasons, including minority reasons, if any) concerning tenure to the provost and vice president for academic affairs and provides a copy to the faculty member.

11/22 Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the tenure file.
Provost and vice president for academic affairs makes determinations on tenure. Determinations from the provost and vice president for academic affairs in favor of tenure are submitted to the president for presentation to the Board of Visitors, and a copy is provided to the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.

Provost and vice president for academic affairs notifies faculty member if his/her decision is against tenure. If the decision against tenure is made in the year preceding the end of the limit on the probationary period, the faculty member is notified that a terminal contract will be offered for the ensuing year.

Board of Visitors or its designated committee makes its decision on tenure. Upon approval of the Board or its designated committee, the faculty member is offered a tenure contract for the coming year.

Faculty member may request a review by the president of a negative tenure decision by the provost and vice president for academic affairs.

Provost and vice president for academic affairs provides a list to the dean of faculty eligible for consideration for tenure during the next academic year.

President replies to the faculty member on results of review of denial of tenure.

Faculty member may request a review by the Board of Visitors or its designated committee of a negative tenure decision that has been reviewed by the president.

Board of Visitors or its designated committee makes its decision on the review of a negative tenure decision. The decision of the Board or its designated committee is final.
Schedule of Tenured Faculty For Eminent Scholar Designation

9/15* Nomination by any tenured department/school colleague in nominee's discipline submitted to department/school chair.

10/1* Department/school chair convenes department/school committee and ensures complete application packets are available for review.

11/1* Formation of Eminent Scholars Committee.

11/15* Department/school chair conducts secret ballot of all tenured members in department/school on the nomination.

12/1* Department/school chair completes independent evaluation and submits it, the department/school review letter and vote, and credentials to the dean.

1/15* Dean evaluates credentials and submits independent evaluations and faculty member's credentials and review letters to the University Eminent Scholars Committee via the Provost's Office.

2/1* Provost and vice president for academic affairs makes application packets available electronically to Eminent Scholars Committee.

3/15* Eminent Scholars Committee, by affirmative vote of at least five members, submits recommendations to the provost and vice president for academic affairs, who will make final designation.

4/15* Provost and vice president for academic affairs notifies faculty member of decision concerning designation as eminent scholar.

*Mandated by policy
# Schedule of Tenured Faculty For University Professor Designation

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1</td>
<td>Provost and vice president for academic affairs calls for nomination of eligible faculty to be submitted to the department/school chair and forms the University Professors Committee.</td>
</tr>
<tr>
<td>9/1*</td>
<td>Nomination(s) submitted by a tenured departmental colleague in the nominee’s discipline.</td>
</tr>
<tr>
<td>10/1</td>
<td>Chair of department/school promotion and tenure committee conducts a secret ballot of all tenured faculty members in the department/school to select the nominees and forwards the nominees who received a majority of the vote, including the votes, to the college dean.</td>
</tr>
<tr>
<td>11/1</td>
<td>College dean evaluates the credentials of the department/school nominees and selects the college nominees for submission to the University Professors Committee via the Provost’s office. The number of college nominees shall not exceed 10% of the college's tenured faculty.</td>
</tr>
<tr>
<td>12/1</td>
<td>University Professors Committee reviews the college nominees and submits its recommendations to the provost and vice president for academic affairs. Nominees forwarded to the provost and vice president for academic affairs must have an affirmative vote of at least four Committee members.</td>
</tr>
<tr>
<td>1/1*</td>
<td>Provost and vice president for academic affairs decides which of the University Professor nominees submitted by the Committee will be designated as University Professors.</td>
</tr>
</tbody>
</table>

*Mandated by policy*
### Schedule of Non-tenure-track and Non-tenured Faculty for University Distinguished Teacher Designation

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1</td>
<td>Provost and vice president for academic affairs calls for nomination of eligible faculty to be submitted to the department/school chair and forms the University Distinguished Teacher Committee.</td>
</tr>
<tr>
<td>9/1*</td>
<td>Nomination(s) submitted by a tenured departmental colleague in the nominee’s discipline.</td>
</tr>
<tr>
<td>10/1</td>
<td>Chair of the department/school conducts a secret ballot of the department/school full-time faculty members to select the nominees and forwards the nominees who received a majority of the vote, including the votes, to the college dean.</td>
</tr>
<tr>
<td>11/1</td>
<td>College dean evaluates the credentials of the department/school nominees and selects the college nominees for submission to the University Distinguished Teacher Committee via the Provost’s office. The number of college nominees shall not exceed 10% of the college’s full-time non-tenure-track and non-tenured faculty.</td>
</tr>
<tr>
<td>12/1</td>
<td>University Distinguished Teacher Committee reviews the college nominees and submits its recommendations to the provost and vice president for academic affairs. Nominees forwarded to the provost and vice president for academic affairs must have an affirmative vote of at least four Committee members.</td>
</tr>
<tr>
<td>1/1*</td>
<td>Provost and vice president for academic affairs decides which of the University Distinguished Teacher nominees submitted by the Committee will be designated as University Distinguished Teachers.</td>
</tr>
</tbody>
</table>

*Mandated by policy*
Schedule For Faculty Seeking Promotion In Rank

8/1 Faculty member and department/school promotion and tenure committee identify potential external reviewers.

8/8 Department/school chair provides the names of external reviewers to the dean.

8/15 Dean submits an agreed upon list of external reviewers to the provost and vice president for academic affairs. Upon final approval of the provost and vice president for academic affairs, the department/school chair initiates the review process.

8/15 Faculty member submits his or her research portfolio and curriculum vitae to be sent to external reviewers to department/school chair.

11/1 Faculty member submits his or her promotion file to the department/school chair.

11/15 Department/school chair submits faculty member’s promotion file, including external evaluations, to the department/school committee. The faculty member is informed that the committee is considering promotion in rank and is given an opportunity either to appear before the committee considering the case or to submit a statement in writing in support of eligibility for promotion.

12/15 Department/school committee submits recommendation concerning promotion to the department/school chair, with reasons and votes (including a minority statement in the case of a non-unanimous vote), and provides a copy to the faculty member.

1/15 Department/school chair submits recommendation on promotion, with reasons, together with all documents, to the dean for review by the college committee and provides a copy of the recommendation to the faculty member.

If neither the department/school committee nor the department/school chair recommends promotion the case is terminated, unless the faculty member requests review by the college committee and the dean. If a review is requested all documents are forwarded to the college committee.

2/1 College committee makes its recommendation on promotion to the dean, with reasons and votes (including reasons of the minority) and provides a copy to the faculty member.

2/15 Dean makes his or her determination on promotion. If the dean’s determination is positive, the dean forwards the recommendation, with reasons, to the provost and vice president for academic affairs. If the dean’s determination is negative and is in accordance with the recommendations of the department/school committee, the department/school chair and the college committee, the faculty member is not promoted. If the dean’s determination is negative and not in accordance with all previous recommendations, the faculty member may request a further review by the provost and vice president for academic affairs. The provost’s decision is final in such cases.

2/15 Provost and vice president for academic affairs forwards information on promotion cases for review by the University Promotion and Tenure Committee.

3/15 University Promotion and Tenure Committee submits recommendations (with reasons, including minority reasons if any) on review of promotion cases to the provost and vice president for academic affairs and provides a copy to the faculty member.

4/1* Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the promotion file.

4/15 Provost and vice president for academic affairs makes decisions on promotion and provides a copy to the faculty member. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. Decisions for promotion are reported to the president.

5/1 Faculty member may appeal a negative decision on promotion by the provost and vice president for academic affairs to the president.

6/1 President renders the final decision on promotion, in case of appeal. All promotions are reported to the Board of Visitors.
*Mandated by policy
**Schedule for Lecturers Seeking Promotion to Senior Lecturer**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15</td>
<td>Faculty member seeking promotion to Senior Lecturer submits promotion file to department/school chair.</td>
</tr>
<tr>
<td>1/15</td>
<td>The chair submits the materials to the department/school promotion committee for review.</td>
</tr>
<tr>
<td>2/1</td>
<td>Department/school promotion committee submits its recommendation concerning promotion to Senior Lecturer to the department/school chair.</td>
</tr>
<tr>
<td>2/15</td>
<td>Department/school chair submits recommendation on promotion to Senior Lecturer to the college dean for review by the college promotion committee.</td>
</tr>
<tr>
<td>3/1</td>
<td>The college promotion committee makes its recommendation on promotion to Senior Lecturer to the college dean.</td>
</tr>
<tr>
<td>3/15</td>
<td>The college dean makes a decision concerning the faculty member's promotion to Senior Lecturer.</td>
</tr>
<tr>
<td>4/1</td>
<td>Faculty member may request a review by the provost and vice president for academic affairs of a negative decision on promotion to Senior Lecturer by the college dean.</td>
</tr>
<tr>
<td>4/15</td>
<td>The provost and vice president for academic affairs makes a decision on promotion to Senior Lecturer in those cases where further review was requested. The decision of the provost and vice president for academic affairs is final.</td>
</tr>
</tbody>
</table>
## Schedule Of Annual Evaluation For Tenured Faculty

2/1  Faculty member submits materials, including teaching portfolio review if available, for evaluation to the department/school chair.

3/1  Department/school chair completes evaluation of faculty member providing copies to the dean and the faculty member. The evaluation 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.

3/15 If dissatisfied with the evaluation by the chair, the faculty member may present in writing additional comments or evidence to the chair and dean.

4/1  Dean evaluates the performance of the faculty member in writing.

4/15 If dissatisfied with the evaluation by the dean, the faculty member may present in writing additional comments or evidence to the dean and provost and vice president for academic affairs.
Schedule For The Fifth-Year Major Evaluation of Lecturers and Senior Lecturers

(The major evaluation must focus on the faculty member's teaching effectiveness and other professional activities as well as the needs of the department. The purpose of the evaluation is to determine whether the faculty member should be retained beyond the fifth year.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1</td>
<td>Faculty member submits the major evaluation file to the department/school chair for review.</td>
</tr>
<tr>
<td>9/1</td>
<td>Department/school chair submits the major evaluation file to the designated department/school evaluation committee.</td>
</tr>
<tr>
<td>10/1</td>
<td>Designated department/school evaluation committee submits the major evaluation file to the department/school chair, providing copies to the faculty member and dean.</td>
</tr>
<tr>
<td>11/15</td>
<td>The department/school chair reviews the major evaluation file and submits it and his or her recommendation to the dean of the college, providing a copy of the recommendation to the faculty member.</td>
</tr>
<tr>
<td>12/15</td>
<td>The dean evaluates the faculty member, utilizing input provided by the department/school chair, and determines whether he or she should be retained beyond the fifth year. A copy of the evaluation and determination is provided to the faculty member, department/school chair, and provost and vice president for academic affairs.</td>
</tr>
<tr>
<td>1/15</td>
<td>The faculty member may request a review by the provost and vice president for academic affairs of a nonreappointment decision made by the dean.</td>
</tr>
<tr>
<td>2/1</td>
<td>Provost and vice president for academic affairs makes a final decision on the nonreappointment.</td>
</tr>
</tbody>
</table>

1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member may be offered an appointment for the next three academic years. Individuals who are reappointed in this manner shall be subject to another in-depth review conducted in the fall semester of the third year of the reappointment.

2. If the decision is made not to retain the lecturer after the fifth year of initial service, he or she will be notified of termination according to the appropriate schedule in the policy on the "Reappointment or Nonreappointment of Faculty."
Old Dominion University Faculty Senate Constitution

I. Name
The name of this body shall be the Faculty Senate of Old Dominion University.

II. Purpose
The faculty of the university, by virtue of their particular competence, are essential participants in the development and implementation of academic policy. The Faculty Senate is a representative body of the faculty, deriving its authority from the faculty of the university. As such, it shall exercise the authority of the faculty with respect to policy on academic matters and the professional affairs of faculty, and perform such other functions as are delegated to it by the faculty of the university. Specifically, the Faculty Senate shall represent the faculty of the university in recommending policies to the president and other appropriate individuals and bodies on admissions and registration, curriculum, academic freedom and tenure, faculty status, academic standards, and related matters.

III. Membership

A. Faculty Forum
All faculty under full-time teaching and research contracts and all professional librarians of Old Dominion University who are located in an academic college are members of the Faculty Forum. All faculty senators shall attend meetings of the Faculty Forum as part of their duties. Meetings may be called by the chair of the Faculty Senate, a majority vote of the Faculty Senate, or by petition of at least 10 percent of the forum membership. The chair of the Faculty Senate shall preside at meetings of the forum.

B. Faculty Senate
1. All members of the Faculty Forum are eligible to serve in the Faculty Senate.
   a. Excluded from the census of the Faculty Senate districts and, therefore, from Faculty Senate membership are those employees designated as teaching and research administrators or professional faculty. This includes all who hold academic ranks in the offices of the President, Provost and Vice President for Academic Affairs and other Senior Vice Presidents. Academic deans, associate and assistant deans (whether full or part time) and their equivalents in the professional librarians area are also excluded.
   b. All department chairs are eligible for membership and, thus, will be included in the Faculty Senate census.
2. The Faculty Senate shall consist of forty members elected from the membership of the Faculty Forum. Representation shall be proportional to the size of the academic college in which faculty are members, with at least one representative from each college. For purposes of apportionment, the library shall be considered an academic college. Academic colleges entitled to more than one representative shall have a district system established by the Faculty Senate. The district system shall be reviewed and revised every four years by the appropriate senate committee.
   In addition to the forty members provided for in the preceding paragraph, one senator shall be elected by the Old Dominion University Emeriti Faculty Organization, from among its members, to represent that body on the Faculty Senate. The Emeriti Faculty Organization shall be entitled to one senator and no more.
3. At its discretion, the Faculty Senate may invite other members of the university community to participate in its meetings as nonvoting members.
4. The term of office of faculty senators shall be two years beginning the first day following commencement.
5. Elections shall be held each spring and at least two months before commencement. One half of the membership shall be elected in odd-numbered years and the other half in even-numbered years. Elections shall be conducted by the Faculty Senate. District elections shall be by secret ballot and elections shall be by a majority of votes cast in an election.
   Written nominations for open Senate seats will be accepted for at least one week prior to the beginning of balloting. Ballots will list the name of each valid nominee and spaces for write-in votes equal to the number of open seats. Ballots will be distributed and collected by members of Committee H or their designees. Voting will cease at a stated hour one week after ballots are distributed and ballots will be counted by two people.
   Elections will be by a majority of the total ballots cast. Committee H will validate and record election returns. Results will be distributed promptly to all members of the district and, if needed, a date for run-off elections will be announced.
6. Vacancies shall be filled promptly through election by the original constituency. A senate seat held by a faculty member who takes research leave will be considered vacant.

IV. **Officers and Duties**

A. The officers of the Faculty Senate shall be the chair, the vice chair, the secretary, and such other officers as the Faculty Senate deems necessary, to be elected by the Faculty Senate at its organizational meeting.

B. The chair of the Faculty Senate shall preside at all meetings of the Executive Committee, the Faculty Senate, and the Faculty Forum.

C. The vice chair of the Faculty Senate shall perform the duties of the chair in the chair's absence.

D. The secretary shall prepare and distribute to the Faculty Senate the agenda and minutes of all meetings of the Faculty Senate and the Faculty Forum. The secretary shall have published in an appropriate publication a report to the faculty of the business conducted in each meeting of the Senate as soon as possible following such meeting.

E. If the chair is unable to complete the term, the vice chair shall immediately assume the position of chair. The senate shall conduct an election for vice chair within 30 days. If the vice chair or secretary are unable to complete their terms, the senate will hold an election for a replacement within 30 days.

V. **Meetings**

A. Faculty Senate meetings shall be scheduled at least twice each term and at the call of the Executive Committee.

B. A meeting of the Faculty Senate shall be called by the Executive Committee upon petition of at least ten senators.

C. Meeting of the Faculty Senate shall be governed by Robert's Rules of order Revised, latest edition.

D. A quorum of the Faculty Senate during the fall and spring terms shall consist of 50 percent of the Senators. A quorum of the Faculty Senate during the summer term shall consist of 25 percent of the Senate body or 11 Senators.

VI. **Executive Committee (one from each college)**

The officers plus three faculty senators elected by the Faculty Senate will constitute the Executive Committee of the Faculty Senate. Officers will serve for two calendar years beginning in AY 2005. The three faculty senators serving at-large on the Executive Committee will serve for two calendar years beginning in 2006. All terms begin the first day after commencement.

VII. **Faculty Senate Committees**

In addition to the Executive Committee, the Faculty Senate shall provide in its bylaws for such standing and ad hoc committees as are required for the senate to carry out its responsibilities. Faculty members on committees will be elected by the senate to serve for two years beginning in AY 2004-05. The Faculty Senate shall invite representatives of the student government and administrators to serve on its standing committees concerned with policies directly affecting the quality of instruction. In such cases at least two-thirds of the membership of each committee shall be members of the Faculty Forum.

VIII. **Joint Committees**

A. In areas of joint interest the Faculty Senate is empowered to participate with the student government, or other organizations through joint committees, or joint meetings, to the end of preparing joint recommendations. Such recommendations are subject to the approval of the Faculty Senate unless the senate expressly empowers such committees, or joint meetings, to act without such approval.

B. Joint committees are not to assume responsibility for areas of concern beyond those assigned them, except by prior approval of the Faculty Senate.

IX. **Referral of Faculty Senate Actions to the Faculty Forum**

Upon petition of at least 10 percent of the membership of the Faculty Forum to the chair of the senate, any action of the Faculty Senate will be submitted within 30 days to a referendum of the forum. The result of this referendum shall be binding on the Faculty Senate.

X. **Representation of Faculty in Other Bodies**

The formal representation of the faculty, or a part of it, can be legitimately accomplished only through consultation with the faculty group being represented or their elected representatives.

XI. **Amendments**

This constitution may be amended by a majority of ballots cast in a referendum of the entire membership of the Faculty Forum, providing the proposed amendment and nature of the referendum are provided the members of the Faculty Forum at least two weeks prior to the referendum. Amendments must be proposed by two-thirds vote of the Faculty Senate or by petition of 10 percent of the forum membership to become the subject of a referendum conducted by the Faculty Senate.
Bylaws for the Faculty Senate of Old Dominion University

I. Election of Officers
   Each spring, after the election of the new members of the Faculty Senate and prior to commencement, the incumbent Executive Committee shall convene the following year's Faculty Senate for the purpose of electing officers. The incumbent officers shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's Faculty Senate are eligible to vote in this meeting.

II. Executive Committee Duties
   A. Prepare the agenda for all Faculty Senate and Faculty Forum meetings.
   B. Represent the Faculty Senate to the university community.
   C. Assign or reassign all work to Faculty Senate committees and maintain records on the status of the various matters under active consideration by the senate.
   D. Insure that each Faculty Senate committee conducts periodic reviews of the university policies within its charge.
   E. Appoint ad hoc committees as needed.
   F. Arrange for prompt responses to recommendations of the senate from those to whom recommendations are made.
   G. Perform such other duties as assigned it by the Faculty Senate or the Faculty Forum.
   H. Report on its activities since the previous meeting at each senate meeting.

III. Committees of the Faculty Senate
   A. Recommendations of the committees of the Faculty Senate are to be presented to the Faculty Senate for its approval except when such committees have been specifically empowered by the Faculty Senate to act without such approval.
   B. Recommendations of committees of the Faculty Senate shall be in the form of written motions placed before the senate for its consideration, accompanied by written rationales for the specific recommendations made.
   C. Each standing committee shall have at least two faculty senators among its membership and at least two-thirds of the membership of each committee shall be members of the Faculty Forum. Each standing committee will normally have one member from each academic college. The chair of the senate shall serve as an ex officio, non-voting member of all Senate committees and shall receive materials and agenda distributed to other committee members.
   D. The chair of each standing committee shall be a faculty senator and shall be elected by the Faculty Senate.
   E. The student government shall be invited to appoint the student members to vacancies of Faculty Senate committees on which they have representation.
   F. With the approval of the president, the administrator whose responsibilities are most relevant to the area of responsibility of each standing committee of the Faculty Senate shall be invited to serve on that committee.
   G. The Executive Committee shall be empowered to declare vacant the seat of a member on a committee who fails to attend more than three properly called meetings of the committee.
   H. General Responsibilities
      1. Committee chairs will have a special responsibility for keeping the secretary of the Faculty Senate informed of their current work.
      2. It is the committee chair's responsibility to schedule committee meetings so that, to the extent possible, all members have the opportunity to attend.
      3. Committee chairs will publicize and hold open hearings on issues where appropriate or when so directed by the Faculty Senate.
      4. All Faculty Senate committees are required to file agendas and accurate minutes of all committee meetings and hearings with the Faculty Senate secretary.
      5. All Faculty Senate committees are required to file an annual report with the Executive Committee.
      6. When a committee is ready to bring a resolution to the floor, the committee chair will inform the secretary of the Faculty Senate and submit a written copy of the resolution, with rationale, for consideration by the Executive Committee, which may place the resolution on the agenda of the senate meeting. Resolutions and rationales shall accompany the agenda for the meeting at which the resolution is scheduled for action by the senate.

IV. Standing Committees
A. **Undergraduate Curriculum and Programs**

1. **Areas of Responsibility**
   a. Undergraduate curriculum for existing and proposed programs
   b. General Education
   c. Articulation agreements and course equivalency oversight

2. **Membership**
   a. Eight faculty members (at least one from each college)
   b. One student representative appointed by the Student Senate (ex officio/non-voting member)
   c. Vice provost for undergraduate studies and distance learning (ex officio/non-voting member)

B. **Undergraduate Academic Policy and Procedures**

1. **Areas of Responsibility**
   a. Academic policy and procedures relating to admissions, continuance, and exit standards for undergraduate students
   b. Policy and procedures relating to academic advising for undergraduate students (including advising of student athletes)
   c. Interaction of intercollegiate athletics with academic units and programs
   d. Undergraduate instruction
   e. Advanced standing policy and procedures related to CLEP and advanced placement exam credit; high school international baccalaureate program; and other standards for experiential learning

2. **Membership**
   a. Eight faculty members (one from each college and at least two chief departmental advisors)
   b. One student representative appointed by the Student Senate (ex officio/non-voting member)
   c. Assistant vice president for undergraduate studies (ex officio/non-voting member)

C. **Graduate Studies**

1. **Areas of Responsibility**
   a. Graduate curriculum and degree requirements for existing and proposed programs
   b. Financial aid for graduate students
   c. Admissions, continuance, and exit standards
   d. Instruction (including training and certification of graduate teaching assistants)

2. **Membership**
   a. Eight faculty members certified for graduate instruction. At least six of these must be graduate program directors (one from each college).
   b. Two graduate student representatives appointed by the Student Senate (one master's and one doctoral student) (ex officio/non-voting members)
   c. Vice provost for graduate studies and research (ex officio/non-voting member)

D. **Scholarly Activity and Research**

1. **Areas of Responsibility**
   a. Policies and procedures for scholarly activity and research
   b. Resource allocation for support of scholarly activity and research
   c. Administration of sponsored research
   d. Faculty development (including review of Faculty Development Fund Program Proposals)

2. **Membership**
   a. Six faculty members (one from each college)
   b. Vice president for research and graduate studies (ex officio/non-voting member)

E. **Student Services**

1. **Areas of Responsibility**
   a. Undergraduate admissions standards
   b. Registration and orientation
   c. Recruiting and retention of undergraduate students
   d. Continuance regulations; the Honor System; disciplinary procedures, rules, and regulations;
   e. Financial aid to undergraduate students (including oversight of financial aid to student athletes)
   f. Student concerns as they relate to intercollegiate athletics
   g. Other areas within the responsibility of the vice president for student services

2. **Membership**
   a. Six faculty members (one from each college)
b. One student appointed by the Student Senate (ex officio/non-voting member)
c. Vice president for student services (ex officio/non-voting member)
d. Director of athletics or designated representative (ex officio/non-voting member)

F. Promotion and Tenure
1. Areas of Responsibility
   a. Policy on academic rank and tenure
   b. Procedures on awarding various academic ranks and procedure for granting tenure
   c. Policy on hiring and terminating faculty
   d. Policy and procedures on evaluation of faculty
2. Membership
   a. Eight faculty members (at least one from each college)
   b. Provost and vice president for academic affairs (ex officio/non-voting member)

G. Faculty Status and Remuneration
1. Areas of Responsibility
   a. Faculty rights, privileges, responsibilities, and related matters
   b. Working conditions for faculty
   c. Faculty salaries
   d. Conditions and terms of faculty contracts
   e. Faculty fringe benefits
   f. Faculty retirement programs
2. Membership
   a. Six faculty members (one from each college)
   b. Provost and vice president for academic affairs (ex officio/non-voting member)

H. Nominations and Elections
1. Areas of Responsibility
   a. Election of faculty senators
   b. University- and district-wide faculty elections
   c. Appointments to standing committees
   d. Other nominations and appointments from the Faculty Senate
   e. Referenda referred to the faculty
   f. Faculty Senate redistricting
2. Membership
   - Six faculty members (one from each college)

I. Administration, Finance and Academic Support Services
1. Areas of Responsibility
   a. Annual budget priorities and policy
   b. Biennial budget request priorities and policy
   c. Other budget-related matters, e.g. enrollment projections, budget formulas, local budgets, capital budgets, tuition changes, relationship of budget decisions to the university's mission
   d. Physical plant, landscaping, and equipment
   e. Parking facilities, regulation and fee
   f. Finance Office and Auxiliary Services
   g. Academic computing services
   h. Non-credit programming
   i. Instructional services
   j. Oversight of planning and use of university physical and financial resources for intercollegiate athletics as these affect the academic mission, units, and programs of the university
   k. Summer school administration
2. Membership
   a. Eight faculty members (one from each college), including one member of the Executive Committee and at least two members of the previous year's committee
   b. Vice president for administration and finance (ex officio/non-voting member)
   c. Associate vice president for academic services (ex officio/non-voting member)

J. Library
1. Areas of Responsibility
   Support the mission of the University Library in meeting the instructional and research needs of students
   and faculty by:
   a. identifying and addressing issues affecting the ability of the Library to carry out its mission,
   b. determining the adequacy of Library resources,
   c. ensuring the adequacy of communication between the Library and students, faculty, and administrators,
   and
   d. advising the university librarian on the allocation of resources for collection material and services,
   especially in light of changes in the information industry.

2. Membership
   a. Six faculty members (one from each college)
   b. Three professional librarians selected by the university librarian
   c. University librarian (ex officio/non-voting member)

V. Procedures Concerning New Resolutions and Other New Business
   A. All members of the academic community may submit matters for consideration to the Faculty Senate. The
      procedure to be used is as follows, except for emergency matters (see section C, below).
      1. Resolutions, petitions, suggestions, or any other matters shall be submitted to the chair of the Faculty Senate
         in writing. A concise explanation of the rationale behind the petition should form part of the statement.
      2. The Executive Committee will give careful consideration to all matters thus submitted. Depending on the
         issue and the way it is presented, the Executive Committee may do the following:
         a. Bring a matter of special urgency directly to the floor of the senate.
         b. Assign the matter to the appropriate standing committee for deliberation and a report to the senate, or
            appoint an ad hoc committee to investigate the issue and report its findings to the senate.
         c. Refer the matter to another officer or organization within the university for action.
         d. Decide that the matter is outside the purview of the senate, or that it cannot be acted on in the form
            submitted.
   B. Whatever the decision of the Executive Committee, the secretary of the Faculty Senate will do the following:
      1. Inform the petitioner in writing of the decision taken by the Executive Committee, and in cases of refusal
         to take action, briefly explain the rationale for the decision.
      2. Inform the Faculty Senate of the actions of the Executive Committee and distribute with the agenda of the
         senate meetings a list of all matters submitted, together with a statement of the action of the Executive
         Committee in each case. The Faculty Senate may reverse or revise any of the Executive Committee's actions
         at its next regular meeting.
      3. Maintain a complete register of all resolutions and issues with a file on each issue, including any action
         taken on the issue by the administration or Board of Visitors.
   C. Emergency Issues
      Any committee or senator that wishes to bring directly to a meeting an item that is too urgent to be submitted in
      the normal manner may do so by the following procedures:
      1. The resolution and its rationale, accompanied by a concise explanation of the nature of the emergency, must
         be distributed in writing to the Faculty Senate before the meeting is called to order.
      2. Under "Approval of the Agenda," a motion must be made to add the item at an appropriate place in the
         agenda of the meeting. If the motion is passed, the item will be dealt with as part of the Faculty Senate's
         business.

VI. Attendance
   A. Any faculty senator who for any reason misses three meetings of the Faculty Senate in an academic year shall
      be deemed to have vacated his seat and shall be replaced. In the event that a regular meeting is recessed to
      reconvened at a later date, each session missed will be considered an absence for purposes of this rule.
   B. Exception to the above provision may be made only by a two-thirds vote of the senate conducted by secret ballot.

VII. Amendment
   These bylaws may be amended at any meeting of the Faculty Senate by a two-thirds vote of the members present,
   provided the amendment has been submitted in writing and read at the previous regularly scheduled meeting.
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