

AGENDA

Old Dominion University
Board of Visitors
September 26, 2013

BOARD OF VISITORS
OLD DOMINION UNIVERSITY
Thursday, September 26 2013, 100 p.m.
Board Room, Webb University Center

AGENDA

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| I. | Call to Order | Mr. Whyte |
| II. | Approval of Minutes- June 13, 2013 | Mr. Whyte |
| III. | Rector's Report | Mr. Whyte |
| IV. | President's Report | Mr. Broderick |
| V. | Ratification of Action Taken by Executive Committee on August 19, 2013 (p. 3) | Mr. Whyte |
| VI. | Reports of Standing Committees | |
| A. | Audit Committee | Mr. Reidy |
| B. | Academic and Research Advancement Committee | Ms. Kilmer |
| | 1. Honorary Degrees (pp. 4-6) | |
| | 2. Appointment of Faculty Members with Tenure (p7) | |
| | 3. Resolution Approving Dual Enrollment (pp. 8-10) | |

8. Proposed New Policy on Academic Rank and Criteria for Ranks (pp. 341)
9. Proposed New Policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers (pp. 424)
10. Proposed New Policy on Promotion in Rank (pp. 452)
11. Proposed Revisions to the Policy on Tenure (pp. 532)
12. Proposed Revisions to the Policy on Evaluation of Faculty (pp. 667)
13. Proposal to Create a College of Continuing Education (p. 68)

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| C. | Administration and Finance Committee | Mr. Ainslie |
| D. | Institutional Advancement Committee | Mr. Hillier |
| E. | Student Advancement Committee | Ms. Swystun |
| VII. | Closed Session | Mr. Whyte |
| VIII. | Reconvene in Open Session and FOIA Certification | Mr. Whyte |
| IX. | Old/Unfinished Business | Mr. Whyte |
| X. | New Business | Mr. Whyte |
| XI. | Adjourn | Mr. Whyte |

RATIFICATION OF ACTION TAKEN BY
EXECUTIVE COMMITTEE ON AUGUST 19, 2013

RESOLVED, that the Board of Visitors does here by ratify the decision of the Executive Committee approving a contract between the University and faculty member Burton St. John III for writing services to be performed for the ODU School of Nursing Magazine in the best interests of the University.

HONORARY DEGREE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the award of an honorary degree to the individual noted below. A summary of the nominee's career is attached to this resolution for information purposes.

1. Sidney Dewberry, Chairman Emeritus and Founder of Dewberry
Doctor of Humane Letters (honoris causa)

Dear Members of the Honorary Degree Committee,

I would like to nominate Mr. Sidney Dewberry for your consideration of an honorary degree from Old Dominion University. I believe that he is very qualified for this honor.

Mr. Dewberry has overseen the operations and growth of Dewberry since he founded the firm in 1956. As chairman emeritus and member of the board of directors, he continues to be involved in the day-to-day management of the organization, while also devoting much of his time to advancing the practice of the planning, engineering, and construction services. He has been a member of the American Planning Association, the American Society of Professional Planners, and the American Society of Professional Engineers. He is also a past president of the Virginia Society of Professional Planners and a past president of the Virginia Society of Professional Engineers. He has received numerous awards and honors, including the Distinguished Achievement Award from the American Planning Association in 1998 and the Distinguished Service Award from the Virginia Society of Professional Planners in 2000. He is also a past president of the Virginia Society of Professional Engineers and a past president of the Virginia Society of Professional Planners. He is also a past president of the Virginia Society of Professional Engineers and a past president of the Virginia Society of Professional Planners.

Mr. Sidney "Sid" O. Dewberry, PE, LS

Profession

- x Sid Dewberry has overseen the operations and growth of Dewberry since founded the firm in 1956.
- x As chairman emeritus and member of the board of directors, he continues to be involved in the day-to-day management of the organization, while also devoting much of his time to advancing the practice of the planning, engineering, and surveying professions.
- x Dewberry's interest in community development led him to author the Land Development Handbook—describing technical, legal, social, and regulatory requirements for community development. The first edition was published by McGraw-Hill in 1995, and is currently under review for a fourth edition.
- x He is a licensed professional engineer and land surveyor.

Awards & Professional Recognition

- x Dewberry received the 2012 Metropolitan Section Distinguished Award from the American Society of Civil Engineers (ASCE) Metropolitan Section in July 2012 for its work on the Fort Hamilton Armed Forces Reserve Center
- x He was named "Northern Virginian of the Year" by New Dominion magazine and honored as a Distinguished Member of the American Society of Civil Engineers in 2011.
- x He is also the recipient of the Virginia Economic Bridge Initiative's Leadership Award, the Captain of Industry Award and the James M. Rees Lifetime Achievement Award from the Fairfax County Chamber of Commerce.
- x Other awards include the Founders Award from the Northern Virginia Community Foundation and the George Mason University Mason Medal in recognition of his service to the University.

Company

- x Owned by the Dewberry family, Dewberry was established in Arlington, Virginia in 1956 with six employees. They moved the headquarters to Fairfax County in 1965. The company's original name was Dewberry & Associates, Inc. (a)4nd (s)-1uiheyin.y
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APPOINTMENT OF FACULTY MEMBER WITH TENURE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Dr. Muge Akpinar Professor with the award of tenure in the School of Community and Environmental Health College of Health Sciences

RESOLUTION APPROVING DUAL EMPLOYMENT

WHEREAS, pursuant to Virginia Code §21-06(C)(2) immediate family members may both work at Old Dominion University if (i) they are engaged in teaching, research, or administrative support positions, (ii) this Board finds it is in the best interests of Old Dominion University to allow the dual employment, and (iii) that the immediate family member does not have sole authority to supervise, evaluate or make personnel decisions regarding the other, and

WHEREAS, the following individuals both work in the same department and neither has authority to evaluate, supervise or make personnel decisions regarding the other,

Thomas Bean and Judith DunkeBean, husband and wife,
Cheryl Foreman and George Briggs, mother and son,
Cindy Daniels and Charles Daniels, wife and husband,
Ann Maydosz and Diane Maydosz, mother and daughter,
Julie Walters and Eric Walters, wife and husband,
John Weber and Emily Renn Moore, husband and wife,
Robert Wright and Sally Wright, husband and wife, and

WHEREAS, the following individuals work in separate departments and neither has authority to evaluate, supervise or make personnel decisions regarding the other

Margaret Barber and Allison Barber, mother and daughter
Stephanie Caggiano and John Caggiano, wife and husband,
John Costanzona and Shana Costanzo, husband and wife,
Sophia Fowler and George Fowler, wife and husband,
Brenda Johnson and Kelsey Johnson, mother and daughter,
Lynn Johnson and Sheri Lohman, mother and daughter,
Christine Nickel and Richard Nickel, wife and husband,
Dimitrie Popescu and Otilia Popescu, husband and wife,
Sharon RaveLampman and Greg RaveLampman, wife and husband,
Enrico Richards and Gemille Richards, father and son,
Aaron Sander and Irina Sander, husband and wife
Thomas Sauber and Kelley Sauber, husband and wife,

BE IT RESOLVED that the Board of Visitors of Old Dominion University finds that it is in the best interests of the University and the Commonwealth for the dual employment of the above named to exist.

BE IT FURTHER RESOLVED that the dual employment of those listed above is recognized and approved effective retroactively to the date of their respective hire.

APPROVAL OF FACULTY REPRESENTATIVES TO
BOARD OF VISITORS=COMMITTEES

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the following faculty representatives to Board of Visitors committees for the 2013~~4~~ academic year, effective September 26, 2013: Academic and Research Advancement, Andres Souza; Administration and Finance, John Lombard; Institutional Advancement, Sebastian Kuhn; and Student Advancement, Linda ~~Dure~~ Deavy.

FACULTY APPOINTMENTS

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

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Peter G. Anderson Lecturer of Political Science and Geography	\$42,000	7/25/13	10 mos

Dr. Anderson received a Ph.D. in Geography in 1994 from The University of Utah and an M.A. and B.A. in Geography, in 1983 and 1980 respectively, from the State University of New York at Albany. Dr. Anderson has been an Adjunct Professor at Old Dominion University, Virginia Wesleyan College, and Tidewater Community College since 2007.

Mr. Jonathan D. Backens Lecturer of Electrical and Computer Engineering	\$63,000	7/25/13	10 mos
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Mr. Backens received a B.S. in Computer Engineering and Computer Science in 2004 from Christopher Newport University and is pursuing a Ph.D. in Electrical and Computer Engineering at Old Dominion University. Since 2011, he has been an Instructor in Electrical and Computer Engineering at Old Dominion University.

Ms. Sheila F. Baker Lecturer of Teaching and Learning	\$45,500	7/25/13	10 mos
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Ms. Baker received an M.S. in Library and Information Studies in 2009 from Florida State University, a B.S. in Elementary Education in 1988 from Ohio University and is a Doctoral student in Information Studies at Florida State University. Since 2010, she has been a School Library/Technology Specialist at Anona Elementary School, Florida.

Dr. Nazir Barekzi Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Barekzi received a Ph.D. in Microbiology in 2009 from the University of Virginia, an M.S. in Microbiology in 2001 from the University of Colorado, and a B.S. in Biology in 1997 from James Madison University. Since 2011, he has been a Research Scientist and Grant Specialist in the Laser and Plasma Engineering Ins

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Daniel J. Barshis	\$38,000	12/25/13	5 mos

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Larisa Bulysheva Instructor of Information Technology and Decision Sciences	\$55,000	7/25/13	10 mos

Dr. Bulysheva received a Ph.D. in Computer Science in 1994 from the Institute of Informatics Systems, Siberian Branch of the Russian Academy of Sciences and an M.S. and B.S. in Economics and Mathematics, in 1979 and 1977 respectively, from Novosibirsk State University, Russia. Since 2011, she has been an Adjunct Instructor in the Department of Information Technology and Decision Sciences at Old Dominion University

Dr. AnneTaylor Cahill Lecturer of Philosophy and Religious Studies	\$42,000	7/25/13	10 mos
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Dr. Cahill received a D.MIN. from Oxford University, UK and an M.A in Humanities/Philosophy and a B.A. in Philosophy from Old Dominion University. Since 1992, she has taught at St. Leo University and in the Department of Philosophy and Religious Studies at Old Dominion University

Dr. David W. Chapman Senior Lecturer of Urban Studies and Public Administration	\$65,000	7/25/13	10 mos
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Dr. Chapman received a Ph.D. in Public Administration and Urban Policy in 2007 from Old Dominion University and an M.S. in Management of Information Systems and a B.S. in Education, Mathematics, in 2002 and 1975 respectively, from the University of Virginia. Since 2011, he has been a Visiting Assistant Professor in the Department of Urban Studies and Public Administration at Old Dominion University.

Dr. Phoebe Dreux Chappell Assistant Professor of Ocean, Earth	\$75,000	7/25/13	10 mos
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<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Anthony W. Dean Lecturer – Engineering Fundamenta	\$70,000	8/25/13	10 mos

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Rekha Gupta Lecturer of Computer Science	\$48,797	7/25/13	10 mos

Ms. Gupta received a Master of Architecture in 1983 from Ohio State University, a Bachelor of Architecture in 1980 from Bangalore University and is pursuing an M.S. in Computer Science at Old Dominion University. Since 2003, she has been an Adjunct Instructor in the Department of Computer Science at Old Dominion University.

Dr. Emily M. Gussenhoven Lecturer of Chemistry and Biochemistry	\$45,000	7/25/13	10 mos
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Dr. Gussenhoven received a Ph.D. in Inorganic Chemistry in 2008 from the University of California, an M.S. in Inorganic Chemistry in 2003 from the University of Washington and a B.A. in Chemistry in 1999 from Mount Holyoke College. Since 2012, she has been an Adjunct Assistant Professor in the Department of Chemistry and Biochemistry at Old Dominion University

Dr. Tina S. Haney Lecturer of Nursing	\$72,800	7/25/13	10 mos
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Dr. Haney received a Doctor of Nursing Practice in 2011 from Old Dominion University, a Master of Science in Nursing in Pediatric Clinical Nurse Specialist in 1998 from the University of Virginia and a B.S. in Nursing in 1987 from Virginia Commonwealth University Medical College of Virginia. She has been an Assistant Director of Nursing Education at the Medical Careers Institute School of Health Sciences at ECPI since 2008 and an Adjunct Faculty and an Adjunct Faculty member in the doctoral program in nursing practice at Old Dominion University.

Ms. Michelle D. Heart Lecturer of English	\$42,000	7/25/13	10 mos
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Ms. Heart received an M.A. and a B.A. in English, in 2007 and 2005 respectively, from Old Dominion University. Since 2007, she has been an Adjunct Instructor in the Department of English at Old Dominion University

Ms. Natalie A. Hinton Lecturer of Mathematics and Statistics	\$43,000	7/25/13	10 mos
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Ms. Hinton received a Master's Degree in Applied Mathematics in 2005 from Western Carolina University and a Bachelor's Degree in Applied Mathematics in 2003 from the University of North Carolina

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Alvin A. Holder Associate Professor of Chemistry and Biochemistry (Tenure Track)	\$76,000	7/25/13	10 mos

Dr. Holder received a Ph.D. in Inorganic Chemistry and a B.Sc. in Special Chemistry, in 1994 and 1989 respectively, from the University of the West Indies, Mona Campus, Jamaica. Since 2006, he has been Assistant Professor of Chemistry in the Department of Chemistry and Biochemistry at The University of Southern Mississippi.

Ms. Karen Joachim Lecturer of Counseling and Human Services	\$45,000	7/25/13	12 mos
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Ms. Joachim received an M.S.Ed. in Clinical and School Counseling and an M.S.Ed. in Early Childhood Education, in 2006 and 1992 respectively, from Old Dominion University and a B.A. in Communications and Public Relations in 1978 from the University of Louisiana at Lafayette. Since 2010, she has been an Adjunct Instructor in the Department of Counseling and Human Services at Old Dominion University.

Ms. LaKeisha N. Jones Lecturer of Counseling and Human Resources	\$45,000	8/10/13	10 mos
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Ms. Jones received an M.A. in Professional Counseling in 2012 from Liberty University and a B.S. in Liberal Arts in H

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Mohammadreza Moradi Lecturer of Civil and Environmental Engineering	\$70,000	12/25/13	10 mos

Dr. Moradi received a Ph.D. in Structural Engineering and Mechanics in 2011 from the University of Massachusetts Amherst, an M.Sc. in Hydraulic Structure Engineering in 2004 from Sharif University of Technology and a B.Sc. in Civil Engineering in 2002 from Iran University of Science and Technology. Since 2011, he has been an Assistant Professor in Civil Engineering at the University of Guam.

Ms. Katharine A. Moulton Lecturer, English Language Center	\$35,000	7/25/13	10 mos
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Ms. Moulton received an M.A. in Linguistics in 1980 from the University of Michigan and a B.A. in Comparative Religion and Sociology in 1975 from Macalester College. Since 2011, she has been Coordinator for the International TA Program the College of Sciences and TESOL Practicum Supervisor in the Department of English at Old Dominion University

Ms. Robin Ormiston Lecturer of Women's Studies	\$42,000	7/25/13	10 mos
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Ms. Ormiston received an M.A. in English in 2008 from Old Dominion University, a B.S. in Interdisciplinary Studies from Norfolk State University in 2006 and is pursuing a Ph.D. in Rhetoric and Textual Studies at Old Dominion University. Since 2009, she has been a SAFE Graduate Assistant in the Women's Center at Old Dominion University.

Ms. Maria Padilla Lecturer of Foreign Languages	\$40,000	7/25/13	10 mos
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Ms. Padilla received an M.A. in Spanish from Old Dominion University in 2008 and is currently pursuing a Ph.D. in Spanish from Old Dominion University. She has been an Assistant Professor of Spanish at Old Dominion University since 2008.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Otilia Popescu Assistant Professor of Engineering Technology Cyber Track	\$68,000	7/25/13	10 mos

Dr. Popescu received a Ph.D. in Electrical and Computer Engineering in 2004 from Rutgers University and a Diploma in Electrical and Computer Engineering and an M.S. with specialization in Control Engineering and Computers in 1991 from Polytechnic Institute of Bucharest, Romania. Since 2007, she has been an Adjunct Assistant Professor in the Department of Electrical and Computer Engineering at Old Dominion University

Mr. Gregory RaveLampman Lecturer, English Language Center	\$35,000	6/25/13	10 mos
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Mr. RaveLampman received an M.A. in Applied Linguistics (TESOL) in 2012 from Old Dominion University and a B.A. in Comparative Literature in 1979 from the University of California, Berkeley. Since 2012, he has been an Adjunct Lecturer in the English Language Center at Old Dominion University and an Adjunct Lecturer at Tidewater Community College.

Ms. Cathleen Rhodes Lecturer of English	\$42,000	7/25/13	10 mos
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Ms. Rhodes received an M.A. in English Literature in 2007 from Old Dominion University and a B.S. in English in 1996 from Radford University. Since 2007, she has been an Adjunct Instructor and College of Arts and Letters Style Editor at Old Dominion University and an Adjunct Instructor at Tidewater Community College.

Dr. Janet E. Rinehak Kim Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Rinehak Kim received a Ph.D. in Biology from Old Dominion University in 1996. In 1996, she received a B.S. in Biology from Old Dominion University. In 2007, she received an M.S. in Biology from Old Dominion University. Since 2007, she has been an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University and an Adjunct Assistant Professor at Tidewater Community College.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Patrick C. Sachs Assistant Professor of Medical Diagnostic and Translational Sciences	\$75,000	7/25/13	10 mos

Dr. Sachs received a Ph.D. in Human and Molecular Genetics in 2010 from the Medical College of Virginia and a B.S. in Biology in 2002 from Virginia Commonwealth University. Since 2011, he has been a Research and Development Scientist and a Postdoctoral Associate at the Regenerative Medical Institute at Lifenet Health.

Dr. Rachel E. Schroeder Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Schroeder received a Ph.D. in Ecological Sciences in 2011 from Old Dominion University, an M.S. in Environmental Science in 2006 from Christopher Newport University and a B.S. in Environmental Science in 2001 from Texas A&M University. Since 2011, she has been an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University.

Mr. Andrew R. Sewick Lecturer of Foreign Languages and Literatures	\$40,000	7/25/13	10 mos
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Mr. Sewick received an M.A. in Spanish Language and Literature from New York University in Madrid, Spain and a B.A. in Spanish and Linguistics from Michigan State University. Since 2011, he has been an Adjunct Instructor of Spanish at Old Dominion University and Tidewater Community College.

Dr. Jewel Goodman Shepherd Visiting Assistant Professor of Community and Environmental Health	\$80,000	7/25/13	10 mos
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Dr. Shepherd received a Ph.D. in Health Services Research in 2010 from Old Dominion University, an M.P.A. in Health Care Administration Management and Criminal Justice/Policy in 1999 from Troy University (Atlanta, Georgia campus) and a B.A. in United States Policy and Politics in 1994 from The George Washington University. Since 2006, she has been an Adjunct Assistant Professor in the Department of Languages, Mathematics and Sciences, Health Professions Division at Tidewater Community College.

Dr. Christina D. Steel Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Steel received a Ph.D. in Biomedical Sciences in 2010 from Old Dominion University, Eastern Virginia Medical School and a B.S. in Biology and B.A. in Foreign Language in 2001 from Radford University. Since 2010, she has been an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Paloma Ibáñez Sugg	\$40,000	7/25/13	10 mos

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Casey J. Cegles Interim Director of Athletic Development and Instructor	\$55,000	8/25/13	12 mos

Mr. Cegles received a Master's Education in 2013 from Virginia Commonwealth University and a B.S. in Business Administration in 2009 from Towson University. Since 2012, he has been Assistant Director of the Old Dominion Athletic Foundation.

Mr. Daniel R. Cornier Head Equipment Manager and Instructor	\$40,000	8/10/13	12 mos
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Mr. Cornier received an M.S.Ed., Sport Management and a B.S. in Physical Education, Sport Management, in 2010 and 2008 respectively, from Old Dominion University. Since 2010, he has been Acting Football Equipment Manager and Assistant Equipment Manager at Old Dominion

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Rick French Associate Athletic Director for Operations and Instructor	\$60,000	8/10/13	12 mos

Mr. French received an M.S. in Sport and Recreation Administration and a B.S. in Parks and Recreation Administration, in 2007 and 2004 respectively, from Western Kentucky University. Since 2011, he has been Director of Athletic Events at Western Kentucky University.

Mr. Grant A. Gardner Assistant Director for Athletic Communications and Instructor	\$37,000	8/10/13	12 mos
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Mr. Gardner received an M.S.Ed. and a B.S. in Physical Education, Sports Management, in 2012 and 2011 respectively, from Old Dominion University. Since 2012, he has been an Assistant/Intern for Sports Information and Communications at Old Dominion University

Mr. Michael A. Gibbs Academic Compliance Coordinator and Instructor	\$40,000	8/10/13	12 mos
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Mr. Gibbs received an M.S.Ed. in Sport Management in 2013 from Old Dominion University and a B.S. in Sport Management and B.S. in Kinesiology in 2011 from the University of Southern Indiana. Since 2001, he has been a Compliance Assistant at Old Dominion University.

Ms. Latascia M. Hamilton Case Manager and Instructor	\$40,000	7/25/13	12 mos
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Ms. Hamilton received an M.Ed. in College/Mental Health Counseling and a B.S. in Psychology, in 2011 and 2008 respectively, from Old Dominion University. Since January 2013, she has been Personal Financial Management/Family Employment Readiness Program/Relocation Assistance Program Coordinator and Counselor for Fleet and Family Service Center in Naples, Italy.

Ms. Stacy Hasselbacher Instructional Technology Specialist and Instructor	\$45,000	6/10/13	12 mos
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Ms. Hasselbacher received an M.S. Ed. in Instructional Design and Technology in 2010 from Old Dominion University and a B.A. in Anthropology and Theatre in 2000 from Vanderbilt University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Diana M. Hernandez Academic and Writing Counselor, Student Success Center and Instructor	\$37,440	6/10/13	12 mos

Ms. Hernandez received an M.A. in English in 2011 from Middlebury College and a B.A. in English in 2007 from the University of South Florida. Since 2012, she has been an Academic and Writing Counselor in the Student Success Center at Old Dominion University. Ms. Hernandez also served as Coordinator of the Exit Exam of Writing Proficiency and Coordinator of Tutoring and Mentoring Services in the Student Success Center.

Mr. Robert Hoffman Site Director, Olympic College and Instructor	\$60,000	9/10/13	12 mos
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Mr. Hoffman received an M.A. in 1996 from Oklahoma City University and a B.A. in Germanic Languages/Education in 1987 from the University of Oklahoma. Since 2007, he has been a Foreign Area Officer at the US Embassy in Yemen, Jordan, and Oman.

Ms. Miranda Johnson Parries Professional Counselor and Instructor	\$48,000	8/25/13	12 mos
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Ms. Johnson Parries received an M.S.Ed. in Counseling and an M.A. in Professional Writing, in 2010 and 2003 respectively, from Old Dominion University and a B.A. in English in 2000 from Cleveland State University. She is expected to receive a Ph.D. in Counseling in 2014 from Old Dominion University. Since 2012, she has been a Clinical Graduate Assistant in the Office of Counseling Services at Old Dominion University.

Ms. Devon N. Jones Admissions Counselor and Instructor	\$35,000	7/25/13	12 mos
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Ms. Jones received an M.Ed in Student Affairs in Higher Education (Administration) and a B.S. in Psychology/Clinical/Counseling, in 2012 and 2009 respectively, from Kutztown University of Pennsylvania. Since 2010, she has been Coordinator of Student Life and Multicultural Programs in the Office of Student Life at Harrisburg Area Community College and Assessments and Special Projects Coordinator at Kutztown University of Pennsylvania.

Mr. Craig A. Jordan Senior Project Scientist, VMAS and Instructor	\$75,000	6/10/13	12 mos
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<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. April Hicks Konvalinka Executive Director of Housing and Residence Life and Instructor	\$110,000	7/25/13	12 mos

Ms. Konvalinka received an M.S. in College Student Personnel in 1988 from the University of Tennessee, a B.S. in Biology in 1995 from Western Carolina University, and is completing a Doctorate of Educational Leadership from Arkansas State University. Since 2000, she has been Associate Director of Residence Life at Arkansas State University.

Mr. Timothy W. Kovacs Assistant Recruiting Coordinator, Athletics and Assistant Instructor	\$30,000	7/10/13	12 mos
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Mr. Kovacs received a B.S. in Sport Management in 2001 from Old Dominion University. Since 2011, he has been Recruiting and Operations Intern and most recently Associate Director of Recruiting/Player Personnel at the University of Alabama Birmingham.

Mr. Brian P. Kurisky Director of Advising and Academic Support, Honors College, and Instructor	\$50,000	7/10/13	12 mos
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Mr. Kurisky received an M.S.Ed. in College Student Affairs Leadership in 1998 from Grand Valley State University, a B.S. in Political Science in 1994 from Old Dominion University and is expected to receive a Ph.D. in Educational Leadership in 2013 from Old Dominion University. Since 2012, he has been Director of Advising and Academic Support for the Honors College at Old Dominion University. Prior to that, Mr. Kurisky was a Graduate Research Assistant in the Office of Institutional Research and Assessment at Old Dominion University.

Mr. Tim LaVigne Assistant Baseball Coach – Pitching and Assistant Instructor	\$57,200	8/10/13	12 mos
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Mr. LaVigne received a B.A. in American Politics from the University of Virginia in 2000. Since 2010, he has been Assistant Baseball Coach and Pitching Coach at Old Dominion University.

Ms. La Wanza Lett-Brewington Director of the Women's Center and Instructor	\$65,000	6/25/13	12 mos
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Ms. Lett-Brewington received an M.Ed. in Social Justice Education and a B.A. in Diversity Education in Organizations from the University of Massachusetts Amherst. Since 1990, she has been President and CEO of Plain Talk Consultants. She also served as Vice Director of Safe Passage from 2007-2011.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Kathleen Levingston Director of Military Connections and Assistant Professor	\$65,000	8/25/13	12 mos

Dr. Levingston received a Ph.D. in Counselor Education in 2004 from the University of New Orleans and an M.Ed. in Community Counseling and a B.S. in Psychology, in 2001 and 1999 respectively, from the University of Louisiana. Since 2011, she has been an Assistant Professor of Counseling and Human Services at Old Dominion University.

Mr. James Lewing Assistant Swimming Coach and Assistant Instructor	\$28,000	8/25/13	12 mos
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Mr. Lewing received a B.A. in Philosophy, Political Science and Economics in 2011 from Denison University. Since 2011, he has been an Assistant Swim Coach at the University of Mary Washington.

Mr. Christopher J. Lynch Senior Project Scientist, VMASC, and Instructor	\$75,000	6/10/13	12 mos
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Mr. Lynch received an M.S. in Modeling and Simulation and a B.S. in Electrical Engineering, in 2012 and 2011 respectively, and is pursuing a Ph.D. in Modeling and Simulation from Old Dominion University. Since 2011, he has been a Graduate Research Assistant at the Virginia Modeling, Analysis, and Simulation Center (VMASC).

Mr. Vamsi K. Manne Coordinator for Leadership Programs and Instructor	\$36,500	7/10/13	12 mos
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Mr. Manne received an M.S. in Higher Education and Student Affairs Administration in 2007 from Indiana University and a B.A. in Communication Studies in 2005 from the University of North Carolina at Charlotte. From 2010-12, he traveled and worked abroad. Prior to that, he was a Program Coordinator for the Office of Student Activities and Leadership (OSAL) at Old Dominion University.

Mr. Michael McFall Assistant Director of Outdoor Adventure Programming and Instructor	\$43,000	7/10/13	12 mos
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Mr. McFall received an M.A. in Sport and Recreation Management in 2013 from Kent State University and a B.S. in Recreation Management in 2008 from Bowling Green State University. Since 2011, he has been a Graduate Assistant in the Department of Recreational Services at Kent State University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Laura Miller Second Assistant Women's Rowing and Instructor	\$36,500	8/10/13	12 mos

Ms. Miller received an M.S. in Kinesiology and a B.S. in Biochemistry, in 2013 and 2010 respectively, from the University of Tennessee, Knoxville. Since 2011, she has been a Graduate Assistant Women's Rowing Coach at the University of Tennessee, Knoxville.

Dr. Christine E. Nickel Instructional Designer and Assistant Professor	\$65,000	9/10/13	12 mos
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Dr. Nickel received a Ph.D. and an M.S.Ed. in Instructional Design and Technology, in 2010 and 2005 respectively, from Old Dominion University and a B.S. in Communications in 1993 from SUNY College at Fredonia. Since 2008, she has been an Instructional Designer in the Center for Teaching and Learning and the College of Arts and Sciences at Regent University.

Ms. Susan Carver Nixon Coordinator of Learning and Programming, Office of Educational Accessibility Instructor	\$45,000	8/25/13	12 mos
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Ms. Nixon received a B.A. in Economics in 1980 from the College of William and Mary and a Special Education Endorsement in 2006 from Old Dominion University. Since 2012, she has been Learning Coordinator in the Office of Educational Accessibility at Old Dominion University.

Mr. Karl T. Nonemaker Assistant Baseball Coach – Recruiting Coordinator and Hitting, and Assistant Instructor	\$57,200	8/10/13	12 mos
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Mr. Nonemaker received a B.S. in Human and Organizational Development in 2002 from Vanderbilt University. Since 2011, he has been Assistant Baseball Coach/Recruiting Coordinator at Old Dominion University.

Mr. Joseph A. Palmer First Assistant Women's Rowing Coach and Assistant Instructor	\$43,000	8/25/13	12 mos
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Mr. Palmer received a B.A. in Advertising and Public Relations in 2002 from Marietta College. Previously

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Trina Patterson Assistant Women's Basketball Coach and Instructor	\$85,000	6/25/13	12 mos

Ms. Patterson received an M.A. in Human Resource Management in 2002 from National University and a B.A. in Rhetoric and Communication Studies in 1987 from the University of Virginia. Since 2011, she has been Assistant Women's Basketball Coach at Stanford University. Prior to that, Ms. Patterson was Head Women's Basketball Coach at the University of Albany.

Ms. Sharon B. Pitney International Student Advisor and Instructor	\$35,000	6/10/13	12 mos
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Ms. Pitney received an M.A. in Education from The College of New Jersey in 2011 and a B.S. in Management from the University of Maryland in 1994. Since 2012, she has been the Interim International Student Advisor at Old Dominion University

Mr. Eric R. Potter Assistant Sports Performance Coach and Assistant Instructor	\$35,000	8/10/13	12 mos
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Mr. Potter received a B.S. in Kinesiology from the University of Maryland. Since 2013, he has been Interim Strength and Conditioning Coach at Old Dominion University.

Ms. Taia L. C. Reid Assistant Director Peer Educator Program	\$40,000	11/10/13	12 mos
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Mr. Brent S. Vallee	\$48,000	7/25/13	12 mos
Professional Counselor/Outreach Coordinator	and Instructor		

Mr. Vallee received an M.

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON THE CERTIFICATE
OF RECOGNITION FOR TERMINALLY ILL AND DECEASED STUDENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Policy on the Certificate of Recognition for Terminally Ill and Deceased Students, effective January 1, 2014.

Rationale The proposed revisions to the Policy on Certificate of Recognition for Terminally Ill and Deceased Students are intended to clarify the policy and standardize the process by adding information on procedures to be followed if a posthumous degree, Certificate of Achievement, or Certificate of Recognition is to be awarded.

NUMBER: 1408

TITLE: Posthumous Degree Certificate of Recognition or Achievement for
Terminally Ill and Deceased Students

APPROVED: June 16, 2006; Revised December 7, 2007

APPROVAL OF THE PROPOSED NEW POLICY ON ACADEMIC RANK
AND CRITERIA FOR RANKS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the establishment of the policy on Academic Rank and Criteria for Ranks effective September 26, 2013.

Rationale The establishment of policy 1410 on Academic Rank and Criteria for Ranks is the result of a recommendation from the Faculty Senate that existing policy 1410 on Academic Rank and Promotion in Rank be separated into two separate policies, one on Academic Rank and Criteria for Ranks and the other on Promotion in Rank. Existing policy 1410 will be rescinded upon approval of the two separate policies.

The changes to the new policy on Academic Rank and Criteria for Ranks are mostly editorial and consist of updating the language to make the policy clearer and more current. Details on the evaluation of lecturers and senior lecturers and promotion of lecturers have been removed from the policy, and a separate policy has been proposed. Policy 1417 on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers will be reviewed separately for approval.

NUMBER: 1410

TITLE: Academic Rank and ~~Promotion~~ in Criteria for Rank

APPROVED: June 12, 1980; Revised February 24, 1984; Revised June 20, 1985; Revised December 13, 1988; Revised September 27, 1990; Revised March 11, 1991; Revised April 9, 1992; Revised April 8, 1993; Revised April 10, 1997; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2001; Revised December 14, 2001; Revised April 12, 2002; Revised June 14, 2002; Revised December 12, 2003; Revised September 22, 2006; Revised June 15, 2007; Revised December 7, 2007; Revised September 17, 2009; Revised April 8, 2010; Revised April 4, 2012; Revised December 6, 2012

I. ~~Board of Visitors Definition of~~ 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~~ procedures for reduction in the probationary period are followed (see Policy on Initial Appointment of Teaching and Research Faculty).

1. Professor ~~Those appointed or promoted to this rank, which is one of the highest honors that the university can bestow, are~~ This is one of the highest honors that the university can bestow, are

- a. Professors are teacherscholars of genuinely national standing who have made recognized contributions to theiversity and to their disciplines. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding researchand scholarly activity in their fields of specialization, and to have been pre

- 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

particular need in a college or department. Credentials equal to those require

activities. If used in teaching, they need to meet all university credential requirements. Employment of such faculty in projected 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 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.

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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 de

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

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- 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.

APPROVAL OF THE PROPOSED NEW POLICY ON EVALUATION OF LECTURERS
AND SENIOR LECTURERS AND PROMOTION OF LECTURERS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the establishment of ~~policy~~ on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers effective September 26, 2013.

Rationale The establishment of policy 1417 on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers is the result of a recommendation from the Faculty Senate that

- 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 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, (ta)6(ini/TT0

B. Senior Lecturer - This is a full

APPROVAL OF THE PROPOSED NEW POLICY ON PROMOTION IN RANK

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the establishment of the policy on Promotion in Rank effective September 26, 2013.

Rationale The establishment of policy 1412 on Promotion in Rank is the result of a recommendation from the Faculty Senate that existing policy 1410 on Academic Rank and Promotion in Rank be separated into two separate policies, one on Academic Rank and Criteria for Ranks and the other on Promotion in Rank. Existing policy 1410 will be rescinded upon approval of the two separate policies.

Several of the changes to the new policy on Promotion in Rank are editorial and are intended to make the policy more current. More substantive changes are as follows.

- x Information has been added to section II.C.5. so that it is clear that candidates for promotion need to prepare the information to be sent to external reviewers.
- x The statement regarding additional documentation that may be added to the promotion portfolio in case of material developments (section II.D. 8.) has been revised to specify that the additional information may b

NUMBER: 1412

TITLE: Promotion in Rank

APPROVED:

I. Board of Visitors Policy

A. Except for promotion to the rank of assistant professor, all promotions in rank are based on evaluation of a 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, ~~except in the case of certain faculty members who were tenured in the rank of assistant professor prior to June 30, 1982. Such persons may be considered for promotion to the rank of associate professor during any subsequent year under the same policy and procedures as are used for promotion to the rank of full professor.~~

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 ex0(m)-b. a05syember2. consD.264(w)2(a)4(i)-2(on)-10(t)-2(o)-

II. Procedures for Promotion in Rank

- A. ~~These procedures apply to promotion to the rank of full professor in the case of those faculty members who held tenure and the rank of assistant professor in June 1982, these procedures also apply to promotion to the rank of associate professor. Otherwise, promotion to the rank of associate professor is part of the tenure consideration and is dealt with in accordance with policy concerning tenure.)~~ 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 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 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 reviewers are asked to submit evaluations. If an exception is approved, candidates for promotion will

D. A candidate for promotion in rank is initially considered by the faculty members in

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.
- D. The committee or faculty group makes its recommendation concerning promotion to

- I. 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 disagree 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
- F. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the high rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.
- G. 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.
- H. All promotions are reported by the president to the Board of Visitors.

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

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON TENURE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Tenure effective September 26, 2013.

Rationale Several of the changes to the Tenure policy are editorial and are intended to make the policy more current. More substantive changes are as follows.

The statement regarding additional documentation that may be added to the tenure portfolio in case of material developments (section IV.B.2, paragraph 1) has been revised to specify that the additional information may be added as long as the evaluation process has not been concluded.

Information has been added to section IV.B.2, paragraph 2 so that it is clear that candidates for tenure need to prepare the information to be sent to external reviewers.

Several dates that were specified in the review process in sections V.F. and V.L. have been changed to provide for a time period, such as within two weeks, rather than a specific date. By providing a time frame rather than a specific date, the language applies to candidates applying for tenure in the

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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. 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 may be considered for tenure, as speci

3. Time in a position that involves no teaching of credit courses, for example as a teacher of children or a therapist in the ~~Child Study~~ Children's Learning and Research Center or as a teacher of exclusively noncredit course work.
4. Time spent on leave of absence.
- 5.

- D. The maximum length of the probationary period is seven academic years. The faculty member is informed of the decision of the provost and vice president for

4. The probationary period for tenure may be shortened in the case of exceptional merit and performance. It is the sense of the Board of Visitors that this procedure be followed only in the case of demonstrably exceptional faculty.

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., authors, coinvestigators, etc. In case of material developments, additional documentation may be added to the portfolio with the concurrence of the department chair and dean.

V. Procedures 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 higher than the promotion rank for which the faculty member is being considered;

full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee

2. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three members.
3. No dean, associate dean, assistant dean, or full-time administrator or

defined by the Board of Visitors policy on tenure, that faculty member is given a terminal contract for the ensuing year unless a further review is requested.

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

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

- G. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded to the provost and vice president for academic affairs.
- H. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons, including minority reasons, if any) concerning tenure, which is forwarded to the provost and vice president for academic affairs.
- I. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.
- J. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case by 30 (mid-December for mid-year tenure candidates) 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 and the decision is made in the year preceding the end of the limit of the probationary period, the faculty member is notified April 30 (mid-December for mid-year tenure candidates) that a terminal contract will be offered for the ensuing

year. A faculty member who has not reached the limit of the ~~pool~~ ^{pool} period may be offered either one subsequent annual contract or a terminal contract for the ensuing year.

- L. The faculty member may request ~~within two weeks by May 15~~ 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~~ ^{by June 15}. 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 by June 30~~. (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. The Board of Visitors will make its decision by July 25.~~
- M. Copies of the recommendation by all committees, chairs, deans, and the provost shall be provided to the faculty member being considered for tenure. ~~The~~ faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure file at any stage, or up until ~~May~~ ^{March 1} to the Provost ~~February 1~~ ^{November 22} for faculty hired ~~in~~ ⁱⁿ ~~the~~ ^{the} ~~year~~ ^{year}).
- N. The above procedures at the departmental and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental ~~appoints~~ ^{appoints}. 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. ~~Rules~~ ^{Rules} above the college level will be the same as ~~described~~ ^{described} above in all cases.

~~G. 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.~~

~~6. K. Where a pattern of performance deficiency has been noted on the part of a tenured faculty member over a two-year period, the chair and the dean may conduct a post-tenure review.~~

~~6. L. 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. f. 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. E. 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. 1. 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.") Among items for consideration are the following:~~

~~b. 2. 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. ~~Within the definitions noted below, †The evaluation of scholarly activity and research in a department should be based on these criteria. In~~~~

~~the service of the university, the community, or their disciplines.~~ Ideally, each faculty member should ~~be participating~~ exercise their professional expertise in all three of the areas of ~~listed below:~~ department, college and University service, community engagement service, and service to the discipline. ~~But~~ Where individual faculty members may be expected by the chair to play different roles, ~~if so,~~ 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. ~~(In the following listing, items are not necessarily listed in priority order.)~~

- ~~i. a.~~ Departmental, college, and University service
- ~~ii. b.~~ Community engagement service is defined as, i.e., the application of a faculty member's professional skills ~~for the service of~~ to engage with the external community in a manner

- Adopted by the Board of Visitors
June 12, 1980
Revised September 14, 1984
Revised November 19, 1987
Revised December 3, 1992
Revised April 8, 1993
Revised December 2, 1993
Revised April 6, 1995
Revised April 10, 1997
Revised April 12, 2001
Revised June 14, 2005
Revised April 6, 2007
Revised September 17, 2009
Revised December 10, 2009

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

PROPOSAL TO CREATE A COLLEGE OF CONTINUING EDUCATION

RESOLVED, that

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

ⁱⁱ The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academe