

### Out-of-State Employment Policy for Teaching and Research Faculty

Declaration of intent to live and work in the Commonwealth of Virginia is not a requirement for employment at Old Dominion University. However, teaching and research faculty members are expected to fulfil their contractual teaching, research, and service obligations, regardless of their place of residence. Unless a faculty member is contracted to teach in a fully online degree program with a written agreement that the faculty member will have minimal in-person service, student supervision and mentoring or research obligations, there is an expectation that faculty members will have a physical presence on campus and be accessible to students, faculty colleagues, and staff. Department chairs must not assign work or schedule departmental activities solely based on a faculty member's preference to perform their work remotely.

A faculty member requesting permission to work remotely on a temporary basis must provide a justification for the request. The justification must: (a) describe the existing circumstances that prevent the work from being done on campus; (b) discuss how the request will further the mission of the academic department or college; (c) provide a statement of the arrangements the faculty member will make in order to be accessible to students, teach assigned in-person courses, attend departmental meetings and provide service; and (d) include a plan for continuing to supervise students, if applicable.

All requests for long-term remote work must include the elements listed above and be reviewed and approved by the chair and the faculty member may appeal the decision to the Provost and Vice President for Academic Affairs. The decision of the Provost is final. Faculty members approved for remote work will generally not be provided on-campus office or laboratory space. In addition, the university will not cover the costs of supporting a remote office without prior approval. The Division of Academic Affairs must submit an annual report on the number of faculty approved to work remotely to the President.

The ability to work remotely from out of state is a privilege granted by ODU, and it may not be automatically renewed. Faculty members working outside of the Commonwealth of Virginia are responsible for contacting the Office of Finance and Office of Human Resources to update their contact information and discuss payroll and taxes, and other issues related to out-of-state employment.

Faculty members exempted from making a formal request to work remotely include the following:

1. Non-tenure-track faculty members who are contracted to teach in fully online degree programs. There will be no expectation for the faculty to engage in research, and service to the department may be limited in scope to activities such as student advising, recruitment, and program assessment.

2. Faculty members permitted by ODU to work remotely in response to a disaster or emergency that causes significant disruption to the continuity of university operations.
3. Faculty members living temporarily outside of the Commonwealth of Virginia during months of leave, such as leave of absence without compensation, faculty research and development leave, Fulbright, fellowship, or study abroad.