TO: Members of the Academic and Research Advancement Committee
of the Board of Visitors

Michael J. Henry, Chair
Toykea S. Jones, Vice Chair
Lisa B. Smith (ex-officio)
Kay A. Kemper (ex-officio)
R. Bruce Bradley
Robert S. Corn
Unwanna B. Dabney
Jerri F. Dickseski
Alton J. Harris
Maurice D. Slaughter
Sebastian Kuhn *(Faculty Representative)*

FROM: Augustine O. Agho
Provost

DATE: June 3, 2019

The purpose of this memorandum is to provide you with background information for our meeting on Thursday, June 13, 2019. The committee will meet from 11:00 a.m.-12:00 noon in the Kate and John R. Broderick Dining Commons, Committee Room A (Room 2203).

I. Approval of Minutes of the April 25, 2019 Meeting

The minutes of the April 25, 2019 meeting will be presented for approval as previously distributed.

II. Closed Session

The members of the Academic and Research Advancement Committee will receive information related to the items to be discussed in closed session.

III. Reconvene in Open Session and Vote on Resolutions

IV. Consent Agenda

Included in the consent agenda materials are resolutions recommending 20 faculty appointments, 14 administrative appointments, and one emerita appointment.

V. Vote on Consent Agenda Resolutions

VI. Regular Agenda

The regular agenda includes recommendations for approval of proposed revisions to four policies: Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers; Reappointment/Annual Review or Nonreappointment of Faculty; Promotion in Rank; and Tenure.

VII. Vote on Regular Agenda Resolutions

VIII. Information Items

Information items include two requests for Leave of Absence Without Compensation, the Annual Report on Committee Actions, the report from the Provost, and the report from the Vice President for Research. The report from the Provost will include information on promotions in academic rank effective for 2019-20. The report from the Vice President for Research will include information on the Commonwealth Cybersecurity Initiative (CCI), the Electron-Ion Collider, and the Virginia Institute of Spaceflight and Autonomy.

IX. Topics of Interest to Board of Visitors Members

Committee members will have an opportunity to discuss topics of interest.

C: John R. Broderick
Donna Meeks

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE
JUNE 13, 2019
AGENDA

11:00 a.m.-12:00 noon – Kate and John R. Broderick Dining Commons, Committee Room A (Room 2203)

I. APPROVAL OF THE MINUTES OF APRIL 25, 2019

II. CLOSED SESSION

III. RECONVENE IN OPEN SESSION AND VOTE ON RESOLUTIONS

IV. CONSENT AGENDA
- A. Faculty Appointments (p. 3-7)
- B. Administrative Appointments (p. 8-11)
- C. Emerita Appointment (p. 12)

V. VOTE ON CONSENT AGENDA RESOLUTIONS

VI. REGULAR AGENDA

- A. Proposed Revisions to the Policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers (p. 13-17)
- B. Proposed Revisions to the Policy on Reappointment/Annual Review or Nonreappointment of Faculty (p. 18-22)
- C. Proposed Revisions to the Policy on Promotion in Rank (p. 23-31)
- D. Proposed Revisions to the Policy on Tenure (p. 32-43)

VII. VOTE ON REGULAR AGENDA RESOLUTIONS

VIII. INFORMATION ITEMS

- A. Requests for Leave of Absence without Compensation (p. 44)
- B. Annual Report on Committee Actions (p. 45-62)
- C. Report from the Provost
  1. Report on Promotions in Academic Rank Effective for 2019-20 (p. 63-64)
- D. Report from the Vice President for Research
  1. Information on the Commonwealth Cybersecurity Initiative (CCI), the Electron-Ion Collider, and the Virginia Institute of Spaceflight and Autonomy

June 13, 2019

FACULTY APPOINTMENTS

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

Name and Rank	Salary	Effective Date	Term
Dr. Abdullah Al-Taiar Associate Professor of Community and Environmental Health Tenure Track	$120,000	7/25/19	10 mos

Dr. Al-Taiar received a Ph.D. in Epidemiology and an M.Sc. in Medical Statistics from London School of Hygiene and Tropical Medicine, University of London, UK and an M.D. in General Medicine and Surgery from Damascus University, Syria. Previously he was an Associate Professor in the Department of Community Medicine and Behavioral Sciences at Kuwait University. (new position)

Dr. Vikas Ganjigunte Ashok Assistant Professor of Computer Science Tenure Track	$97,000	7/25/19	10 mos

Dr. Ashok received a Ph.D. in Computer Science from Stony Brook University (SUNY), an M.S. in Computer Science from Old Dominion University and a B.E. in Computer Science from PES Institute of Technology, India. Previously he was a Research Assistant for the Research Foundation of SUNY at Stony Brook and a Research Scientist at Charmtech Labs LLC.

Dr. Sharanabasaweshwara Asundi Assistant Professor of Mechanical and Aerospace Engineering Tenure Track	$86,000	7/25/19	10 mos

Dr. Asundi received a Ph.D. and an M.S. in Aerospace Engineering from the University of Florida and a B.E. in Mechanical Engineering from Bangalore University. Previously he was Assistant Professor in the Department of Aerospace Science Engineering at Tuskegee University.

Ms. Lindy Brown Lecturer of STEM Education and Professional Studies	$52,000	6/10/19	12 mos

Ms. Brown received an M.S. in Library and Information Sciences from Florida State University, an M.Ed. in Student Personnel in Higher Education from the University of Florida and a B.S. in Sociology from Oregon State University. Previously she was a Reference Librarian at Corvallis-Benton County Public Library.

Dr. Anna A. Bulysheva Assistant Professor of Electrical and Computer Engineering Tenure Track	$88,500	7/25/19	10 mos

Dr. Bulysheva received a Ph.D. and an M.S. in Biomedical Engineering from Virginia Commonwealth University and a B.S. in Biology from the University of North Carolina Chapel Hill. Previously she was a Visiting Assistant Professor in the Department of Electrical and Computer Engineering and a Research Assistant Professor in the Frank Reidy Research Center for Bioelectrics at Old Dominion University.

Mr. Mark E. Checchia Lecturer of Political Science and Geography	$45,000	7/25/19	10 mos

Mr. Checchia received a Master's in National Security Strategy and a Certificate in Information Operations from the National War College and a Bachelor of Arts in Psychology from the University of Notre Dame. Previously he was an Instructor in the Department of Political Science and Geography at Old Dominion University.

Ms. Paula Alvaro Crites Lecturer of World Languages and Cultures	$45,000	7/25/19	10 mos

Ms. Crites received a Master of Arts in Spanish from the University of North Carolina Wilmington and a Bachelor of Science in Hospitality and Tourism Management from the University of Granada, Spain. Previously she was a Spanish Instructor in the Department of World Languages and Cultures at Old Dominion University.

Dr. Elizabeth A. Fretwell Assistant Professor of History Tenure Track	$61,000	7/25/19	10 mos

Dr. Fretwell received a Ph.D. and an M.A. in African History from the University of Chicago and a B.A. in International Affairs and Economics from The George Washington University. Previously she was a Visiting Assistant Professor in History and the Humanities at Reed College.

Dr. Shuai Hao Assistant Professor of Computer Science Tenure Track	$97,000	7/25/19	10 mos

Dr. Hao received a Ph.D. in Computer Science from the College of William and Mary, an M.S. in Computer Science from Beijing University of Posts and Telecommunications and a B.Eng. in Computer Science from North China Electric Power University. Previously he was a Postdoctoral Researcher in the Center for Applied Internet Data Analysis (CAIDA) at the University of California, San Diego.

Ms. Brittney S. Harris Visiting Assistant Professor of Communication and Theatre Arts	$58,000	7/25/19	10 mos

Ms. Harris received a Master of Fine Arts in Acting from the University of Georgia and a Bachelor of Fine Arts in Acting from Old Dominion University. Previously she was an Instructor in Acting and Collaborative Techniques in the School of Performing Arts at Virginia Polytechnic Institute and State University.

Ms. Kristina Harrison Instructor of Marketing	$100,324	7/25/19	10 mos

Ms. Harrison received a Master of Business Administration from George Mason University, a dual Bachelor of Science in Finance and Accounting from Virginia Tech and is expected to receive a Ph.D. in Marketing from Old Dominion University. Previously she was an Adjunct Instructor in the Department of Marketing at Old Dominion University. (Rank will be Visiting Assistant Professor if all requirements for the Ph.D. are completed by August 1, 2019)

Dr. Samuel F. Kovacic Assistant Professor of Engineering Management and Systems Engineering Tenure Track	$86,000	7/25/19	10 mos

Dr. Kovacic received a Ph.D. in Engineering Management and Systems Engineering from Old Dominion University, an M.B.A. from Embry Riddle Aeronautical University and a B.S. in Information Systems from the University of Maryland University College. Previously he was a Supervisory IT Program Manager/Systems Engineer for Military Sealift Command at Norfolk Naval Station and an Adjunct Assistant Professor in the Department of Engineering Management and Systems Engineering at Old Dominion University.

Ms. Christine J. Mitchell Lecturer of World Languages and Cultures	$45,000	7/25/19	10 mos

Ms. Mitchell received an M.S. in Bilingual Education from S.U.N.Y. Brockport and a B.S. in Education from Roberts Wesleyan College. Previously she was an Adjunct Instructor and Lecturer in Spanish in the Department of World Languages and Cultures at Old Dominion University.

Mr. Aaron Nachtigal Lecturer of Philosophy and Religious Studies	$48,000	7/25/19	10 mos

Mr. Nachtigal received a Master of Arts in Theological Studies from Regent College and a Bachelor of Arts in Philosophy and Religion from Union University. Previously he was an Adjunct Instructor of Philosophy and Religion at Christopher Newport University, Old Dominion

University, and Tidewater Community College.

Ms. Annemarie Navar-Gill Instructor of Communication and Theatre Arts	$58,000	7/25/19	10 mos

Ms. Navar-Gill received a Bachelor of Fine Arts in Writing for Screen and Television from the University of Southern California and is expected to receive a Ph.D. in Communication Studies from the University of Michigan. Previously she was Instructor of Record and Teaching Assistant in the Department of Communication Studies at the University of Michigan. (Rank will be Visiting Assistant Professor if all requirements for the Ph.D. are completed by August 1, 2019)

Dr. Thomas G. Palmer Associate Professor of Rehabilitation Sciences	$93,000	7/25/19	10 mos

Dr. Palmer received a Ph.D. in Rehabilitation Science, Athletic Training from the University of Kentucky, an M.S. in Education with an emphasis in Athletic Training from Old Dominion University and a B.S. in Physical Education, Instruction from the State University of New York at Cortland. Previously he was a tenured Associate Professor in the College of Allied Health and a Physical Therapy Residency Faculty member at the University of Cincinnati.

Mr. Robert J. Pidduck Instructor of Management Tenure Track	$130,000	7/25/19	10 mos

Mr. Pidduck received an M.Sc. in International Management from the University of Nottingham, China, a B.A. in Business and Marketing from Oxford Brookes University, U.K. and is expected to receive a Ph.D. in Entrepreneurship from the University of Oklahoma. Previously he was a Teaching and Research Assistant at the University of Oklahoma. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by August 1, 2019).

Ms. Katherine Smith Research Associate Virginia Modeling, Analysis and Simulation Center	$95,000	6/10/19	12 mos

Ms. Smith received a Master of Science in Applied and Computational Mathematics with a Certificate in Modeling and Simulation and a Bachelor of Science in Mechanical Engineering and a Bachelor of Science in Applied Mathematics from Old Dominion University, and is expected to receive a Doctor of Philosophy in Modeling and Simulation from Old Dominion University. Previously she was a Senior Lecturer in the Department of Mathematics and Statistics at Old Dominion University.

Dr. Kun Xie Assistant Professor of Civil	$88,000	7/25/19	10 mos

and Environmental Engineering
Tenure Track

Dr. Xie received a Ph.D. in Transportation Planning and Engineering from New York University and an M.S. in Transportation Planning and Management and a B.S. in Transportation Engineering from Tongji University, China. Previously he was a Lecturer (Assistant Professor) in the Department of Civil and Natural Resources Engineering at the University of Canterbury, New Zealand.

Dr. Yuan Zhang	$84,000	7/25/19	10 mos
Assistant Professor of Physics			
Tenure Track			

Dr. Zhang received a Ph.D. in Physics from Ohio University and a B.Sc. in Physics and Physics Education from East China Normal University, China. Previously she was a Postdoctoral Researcher in the Center for Nanoscale Materials at Argonne National Laboratory.

June 13, 2019

ADMINISTRATIVE FACULTY APPOINTMENTS

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

Name and Rank	Salary	Effective Date	Term
Mr. Liam Costello Professional Counselor and Instructor	$52,000	4/25/2019	12 mos

Mr. Costello received a B.S. in Psychology from Binghamton University and a B.S.W. and an M.S.W. from Arkansas State University. Previously, he worked as a therapist for Mid-South Health Systems in Forrest City, AR.

Mr. David Einfeldt, J.D. Patent Agent and Assistant Professor	$85,000	4/25/2019	12 mos

Mr. Einfeldt received a B.S. in Mechanical Engineering from the University of Utah and a J.D. with a concentration in Intellectual Property from the University of New Hampshire Franklin Pierce School of Law. Previously, he worked as a Patent Prosecution Counsel for Ascentage Law, PLLC. Mr. Einfeldt has also worked for the United States Patent and Trademark Office as a Patent Examiner. (new position)

Dr. Renee Felts Assistant Vice President for Academic Initiatives and Continuing Education and Assistant Professor	$122,000	6/25/2019	12 mos

Dr. Felts received a Doctorate in Higher Education Leadership from Northcentral University, a Master of Science in Education from Old Dominion University, a Bachelor of Science in Business Administration from Chowan University and a Bachelor of Sciences in Business Education from Barton College. Previously she was Vice President for Institutional Advancement and Workforce Development at Paul D. Camp Community College and Executive Director for Paul D. Camp Community College Foundation.

Ms. Melissa Ferguson Instructional Designer and Instructor	$62,500	5/10/2019	12 mos

Ms. Ferguson received a B.A. in Psychology from Capital University and a B.S. in Medical Technology and an M.S.Ed. in Instructional Design and Technology from Old Dominion University. Previously, she worked as a Media Specialist for the University's Center for Learning and Teaching.

Ms. Betsy Hnath Associate Director of Admissions - Marketing and Assistant Instructor	$61,200	5/10/2019	12 mos

Ms. Hnath received a B.S. in Communications from Old Dominion University. Previously, she worked as a Public Relations Specialist for the University's Department of Strategic Communication and Marketing.

Ms. Amy-Leah Joaquim Assistant Director for Service-Learning, Student Engagement and Enrollment Services, and Instructor	$45,000	5/25/2019	12 mos

Ms. Joaquim received a B.A. in Psychology from Rutgers University and an M.S. in Higher Education from Pennsylvania State University. Previously, she worked as the Coordinator for Community Service for the Office of Leadership and Student Involvement at Old Dominion University.

Ms. Jessica Johnson Digital Shipbuilding Curriculum Coordinator, Virginia Modeling, Analysis and Simulation Center, and Instructor	$80,000	4/25/2019	12 mos

Ms. Johnson received a B.S. in Developmental Psychology from Edinboro University of Pennsylvania and an M.Ed. in Education and Curriculum Instruction from Regent University. Previously, she worked as an Instructional Designer for the Old Dominion University Research Foundation. (new position)

Mr. Christopher Kovensky Assistant Men's Basketball Coach and Instructor	$90,000	5/10/2019	12 mos

Mr. Kovensky received a B.A. in Studio Art from Albright College and an M.Ed. in Sport Management from Old Dominion University. Previously, he worked as the Video Coordinator for ODU Athletics for the past eight seasons. Mr. Kovensky also served as the head coach for Monarch Nation, a network of former ODU basketball players, for one season.

Ms. Alice Laubach International Student Advisor Office of International Programs and Instructor	$43,000	4/25/2019	12 mos

Ms. Laubach received a B.A. in Music Performance from Carnegie Melon University and an M.A. in International Studies from Old Dominion University. Previously, she was an Immigration Coordinator and the Faculty-Led Study Abroad Coordinator for the Office of International Programs at Old Dominion University. (new position)

Ms. Leah MacMoyle Athletic Operations and On-Campus Recruiting Coordinator and Assistant Instructor	$35,700	4/25/2019	12 mos

Ms. MacMoyle received a B.S. in Recreation and Sport Management from the University of Arkansas. Previously, she worked as the Member Relations Specialist and Special Events Assistant for the Razorback Athletic Foundation in Fayetteville, AR.

Ms. LaShay McQueen Academic Enrichment Coordinator, Center for High Impact Practices, and Instructor	$45,000	5/25/2019	12 mos

Ms. McQueen received a B.S. in Human Services and an M.S.Ed. in Counseling from Old Dominion University. Previously, she worked as an Advisor/Success Coach for the University's Center for Major Exploration.

Ms. Drucilla Owenby Instructional Designer and Instructor	$67,626	5/10/2019	12 mos

Ms. Owenby received a B.S. in Organizational Communication and an M.S.Ed. in Instructional Media Technology from Missouri State University. Previously, she worked as an Instructional Designer for Texas Lutheran University.

Mr. Justin Walker Head Athletic Trainer for Football and Instructor	$63,000	5/25/2019	12 mos

Mr. Walker received a B.S. in Athletic Training from Elon University and an M.S. in Sports Medicine from Georgia State University. Previously, he worked as the Assistant Athletic Trainer for UNC-Charlotte and was an Athletic Trainer for the New York Jets.

Mr. Harold Williams Director of Annual Giving and Instructor	$75,000	5/25/2019	12 mos

Mr. Williams received a B.S. in Communications from Old Dominion University and an M.S. in Entertainment Business from Full Sail University. Previously, he worked as the Associate Director of Alumni Outreach for the University's Office of Development.

June 13, 2019

EMERITA APPOINTMENT

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the title of emerita to the following faculty member. A summary of her accomplishments is included.

Name and Rank	Effective Date
Laurie J. Henry University Professor Emerita and Associate Professor Emerita of Accountancy	June 1, 2019

LAURIE HENRY

Laurie Henry received a Ph.D. in accounting from the University Mississippi, a Master in Professional Accountancy from Loyola College of Baltimore, and a Bachelor of Environmental Design from North Carolina State University. She joined Old Dominion in 1993 and was promoted to associate professor of accounting in 1999. Henry is also a Certified Public Accountant and Certified Government Financial Manager.

Henry's contributions have been significant. She has held several committee positions across the School of Accountancy, the Strome College of Business, and the University. As associate professor, Henry fulfilled a special niche in the academy as an expert in Governmental Accounting and Accounting Systems. This expertise bears out as she is the author of several textbooks and manuscripts that address some of the most defining aspects related to both areas. Finally, Henry's work in the classroom has made considerable impact, so much so that she was designated as a University Professor. She also received the College Teaching Award, the College Advising Award, and was recognized as a Shining Star by the Division of Student Engagement and Enrollment Services.

June 13, 2019

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON EVALUATION OF LECTURERS, SENIOR LECTURERS, AND MASTER LECTURERS AND PROMOTION OF LECTURERS AND SENIOR LECTURERS

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers effective July 1, 2019.

Rationale: The proposed changes to the policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers are intended to clarify the difference between the annual review and the in-depth evaluation for the lecturer ranks as well as the timing of the in-depth evaluation. In addition, the revisions align the time periods for teaching portfolio reviews for senior and master lecturers with their in-depth reviews by changing the frequency of the in-depth reviews for senior and master lecturers from five years to six years.

NUMBER: 1417

TITLE: Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers

APPROVED: September 26, 2013; Revised June 9, 2016 (eff. 7/1/16); Revised June 14, 2018 (eff. 7/1/18)

The academic ranks of lecturer, senior lecturer and master 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. Lecturers will undergo an annual in-depth review ~~be evaluated~~ by their department committee, as defined in the policy on "Reappointment or Nonreappointment of Faculty", section III.B.1.a., and department chair~~s~~ and a recommendation will be made to the dean concerning the lecturer's reappointment on an annual basis, according to the policy on "Reappointment and Nonreappoinment of Faculty."

b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment or Nonreappointment of Faculty."

c. If the decision by the dean is not to retain the lecturer, 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.

d. Lecturers considered for promotion to senior lecturer in a given year will not undergo a separate annual evaluation in the same year.

2. Promotion from Lecturer to Senior Lecturer

Promotion to the rank of senior lecturer from the rank of lecturer shall be initiated by request from the lecturer and conferred 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 dean finds in favor of promotion, 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. Senior lecturers will be evaluated by their department chair every year ~~and a decision made concerning their reappointment on an annual basis,~~ according to the policy on "Reappointment or Nonreappointment of Faculty." In lieu of this annual review, and if not applying for promotion, ~~E~~every six ~~five~~ years senior lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting

of tenured members of the department, and then by the chair, following the steps outlined in section A.l. In either case, the evaluation and a recommendation on retention is forwarded to the dean.~~, a more in-depth evaluation will be conducted including the department tenure committee and chair.~~

b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment or Nonreappointment of Faculty."

c. If the decision by the dean is not to retain the senior lecturer, ear 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.

d. Senior lecturers considered for promotion to master lecturer in a given year or going through an in-depth sixth-year review (section B.1.a.) will not undergo a separate annual evaluation in that same year.

2. Promotion from Senior Lecturer to Master Lecturer

Promotion to the rank of master lecturer from the rank of senior lecturer shall be initiated by the senior lecturer and conferred 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 and master lecturers review~~s~~ the credentials, vote~~s~~, and make~~s~~ a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department chair with a copy to the senior lecturer seeking promotion.

c. The department chair makes an independent evaluation and recommendation with copies to the senior 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 dean finds in favor of promotion, the promotion becomes effective at the start of the subsequent academic year.

C. Master Lecturer – This is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of superior performance in teaching and professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of senior lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional or leadership 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. Master lecturers will be evaluated by their department chair every year ~~and a decision made concerning their reappointment on an annual basis,~~ according to the policy on "Reappointment or Nonreappointment of Faculty." In lieu of this annual review, ~~E~~every six ~~five~~ years master lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department, and then by the chair, following the steps outlined in section A.1. In either case, the evaluation and a recommendation on retention is forwarded to the dean.~~, a more in-depth evaluation will be conducted including the department tenure committee and chair.~~

b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment or Nonreappointment of Faculty."

c. If the decision by the dean is not to retain the master lecturer, 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.

June 13, 2019

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON REAPPOINTMENT/ANNUAL REVIEW OR NONREAPPOINTMENT OF FACULTY

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Reappointment/Annual Review or Nonreappointment of Faculty effective July 1, 2019.

Rationale: The proposed changes to the policy on Reappointment/Annual Review or Nonreappointment of Faculty are recommended so that the policy will be consistent with the changes made to the policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers. In addition, specific sections have been added related to the review of (1) lecturers and clinical assistant professors, (2) senior lecturers and master lecturers, and (3) clinical associate professors and clinical professors.

NUMBER: 1402

TITLE: Reappointment/Annual Review or Nonreappointment of Faculty

APPROVED: June 12, 1980; Revised June 20, 1985; Revised June 16, 2011; Revised April 26, 2013 (eff. 6/1/13); Revised June 14, 2018 (eff. 7/1/18)

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.[1] 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. For instructors, assistant professors, lecturers, clinical assistant professors, research assistant professors, and untenured associate professors and professors, the initial consideration will be by the departmental tenure and promotion committee unless they are in the first year and have been appointed mid-year. For senior lecturers, master lecturers, research associate professors, research professors, clinical associate professors, and clinical professors, initial consideration will be by the department chair, except for those years when the faculty member is undergoing their fifth year review (see III.B. below).

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 degrees 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[2]

1. The departmental promotion and tenure 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 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 promotion and tenure 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.

   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 promotion and tenure 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 that faculty member in writing of this decision, and provides the faculty member and 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 allthe 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.
   a. For lecturers and clinical assistant professors, this review is initially conducted by a committee consisting of tenured members of the department and master lecturers and clinical professors followed by the department chair and dean.
   b. In the case ofFor senior lecturers, and master lecturers, clinical associate professors, and clinical professors, the annual review is conductedinitiated by the chair followed by the dean. In lieu of this annual review, and if not applying for promotion, Eevery six five years senior lecturers and master lecturers nontenure-track faculty will instead undergo anmore in-depth evaluations that isare initiated initially conducted by a committee consisting of tenured members of theat department followed by the chair and dean.
   a.c. For clinical associate professors and clinical professors, the annual review is conducted by the chair followed by the dean. In lieu of this annual review, and if not applying for promotion, every six years clinical associate professors and clinical professors will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department followed by the chair and dean.

2. For lecturers and clinical assistant professors and for all nontenure-track faculty undergoing an in-depth sixth-year evaluation, 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 (in case section 2.b. above applies~~for lecturers and clinical assistant professors~~), 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 (in case section 2.b. above applies~~for lecturers and clinical assistant professors~~) 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 and notifies each faculty member of this decision. If the decision is not to reappoint the faculty members, the dean provides the faculty member and 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.

[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 or appointment, and specific procedure variations, see the Policy and Procedures Concerning Academic Rank and Promotion and Rank

June 13, 2019

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON PROMOTION IN RANK

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Promotion in Rank effective July 1, 2019.

Rationale: The proposed changes to the policy on Promotion in Rank are intended to clarify sections of the policy related to participation and voting requirements at the various levels of the review process and the addition of materials to a promotion candidate's file. Also, the changes specify that the policy refers to promotion to rank of full professor.

A summary of the changes is as follows.

- Clarification of the opportunity for the faculty member under consideration for promotion to submit a statement to support his or her case or correct any factual information.
- The addition of procedures for adding material to the promotion file before the conclusion of the evaluation process.
- The requirement that committee members at all levels (department, college and University committees) participate (either in person or remotely) in the deliberation of the committee in order to vote.
- The addition of language prohibiting proxy votes or votes submitted by non-secure means.
- Clarification throughout the policy that it refers to promotion to full professor, except for the separate sections on research faculty, clinical faculty and part-time faculty.
- The provision for the addition of a temporary replacement when the elected representative of a college committee is not able to attend college committee meetings for a significant time span.
- The addition of a section related to the promotion of lecturers and senior lecturers.

NUMBER: 1412

TITLE: Promotion in Rank

APPROVED: September 26, 2013; Revised June 9, 2016 (eff. 7/1/16); Revised June 6, 2017 (eff. 7/1/17); Revised June 14, 2018 (eff. 7/1/18)

I. Board of Visitors Policy

A. All promotions in rank are based on evaluation of the faculty member's performance in teaching, research, and service (as appropriate) 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, and the policy on tenure applies.

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 (as well as for the 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 to Full Professor

A. 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.

B. 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. If the department chair does not have the rank of full professor, all chair responsibilities for promotion to full professor will be delegated by the dean to a full professor in the department or from another department within the same college who will assume all of the chair's responsibilities described below. This appointed full professor, acting in the role of chair, cannot take part in any deliberations or votes of the departmental, college or University promotion committees while the promotion case is being considered. In promotion of department chairs, the responsibility belongs to the dean.

2. External reviewers with academic positions must 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 (or designee, see 1 above) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or designee) 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 to full professor 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.

C. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above.[1] Only faculty holding the rank of full professor are eligible to deliberate, review, or otherwise participate and vote on candidates for promotion to full 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 being 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 (or designee; see section II.B.1.), 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 (or designee; see section II.B.1.) shall attend or participate in the deliberation of either the departmental, college, or University Promotion and Tenure Committee. The deliberations of all three committees are confidential and must not be shared with anyone outside of the 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. ~~They~~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. Every reasonable effort should be made to ensure that there are at least~~There should be at least a majority of~~ three full professors on the college committee. If the elected representative of a department will not be able to attend college committee meetings for a significant time span, the department may elect a temporary replacement for that time span. 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. Only faculty holding the rank of full professor are eligible to join the deliberations and the vote on candidates for promotion to full professor. If the home department of a candidate for promotion to full professor has no full professor representing it on the college committee, a member of the departmental promotion committee for that candidate (convened as described in section C.1. and C.2. above) shall be elected to serve as its representative only for the duration of the deliberations on that specific candidate. In any case, the representative from a promotion candidate's department will participate in deliberations in the candidate's case but will not cast a vote.

6. 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 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. The representative from a promotion candidate's college will participate in deliberations in the candidate's case but will not cast a vote.

~~6.~~7. Any committee member who participates in the promotion process votes at most only once on any particular case.

~~7.~~8. The faculty member under consideration ~~involved~~ is informed whenever a committee is considering promotion ~~in rank~~ and is given an opportunity ~~either to appear before that committee (or group) considering the case, or~~ to submit a statement (in electronic form)~~in writing~~ to the Provost's Office in support of

~~eligibility for~~ their promotion case, or to correct any factual misinformation in previous recommendations. The Provost's Office will add such statements to the candidate's file.

~~8.~~9. In case of material new accomplishments ~~developments~~ before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the ~~department chair (or designee) and~~ dean. Such additional material must be clearly marked as such and dated at the time of addition to the promotion file by the Provost's Office. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual (e.g. dean) who first see this new material.

D. The committee or faculty group makes its recommendation concerning promotion to the chair (or designee; see section II.B.1.) 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 eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. The chair (or designee) 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.

E. If either the departmental committee (or group), or the chair (or designee), or both recommend promotion, the faculty member's credentials together with the recommendation of the faculty committee and the chair (or designee) 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 through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's promotion application are defined in section II.C.5. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion.

F. If neither the faculty committee (or group) nor the chair (or designee) 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 following the stipulations of II.E. above. 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 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 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 decision of the provost and vice president for academic affairs is final in such cases.

G. 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.

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 promotion, which is forwarded to the provost and vice president for academic affairs. All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's promotion application are defined in section II.C.6. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion.

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 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

J. 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.

K. 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.

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

M. Copies of the recommendations by all committees, chairs, deans and the provost and vice president for academic affairs 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 and vice president for academic affairs.

N. 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.B~~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.C.~~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. Clinical Faculty

A. Promotion to the rank of clinical professor from the rank of clinical associate professor and promotion to the rank of clinical associate professor from the rank of clinical assistant professor shall be upon the recommendation of the department promotion and tenure committee, 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 clinical professor and promotion to the rank of clinical associate professor will require external evaluation of the quality of the faculty member's scholarly activities from nationally recognized experts in the faculty member's field; procedures for the external review process can be found in section II.B. of this policy. The schedule for review will follow that for clinical faculty seeking promotion in rank.~~of assistant, associate, and full professor~~

V. Lecturers may be promoted in rank to senior lecturer and senior lecturers may be promoted in rank to master lecturer. The applicable policies are contained in the section "Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers."

~~V.~~VI. 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.

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

June 13, 2019

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 July 1, 2019.

Rationale: The proposed changes to the policy on Tenure are intended to clarify sections of the policy related to participation and voting requirements at the various levels of the review process and the addition of materials to a tenure candidate's file. A summary of the changes is as follows.

- Clarification of the opportunity for the faculty member under consideration for tenure to submit a statement to support his or her case or correct any factual information.
- The addition of procedures for adding material to the tenure file before the conclusion of the evaluation process.
- The requirement that committee members at all levels (department, college and University committees) participate (either in person or remotely) in the deliberation of the committee in order to vote.
- The addition of language prohibiting proxy votes or votes submitted by non-secure means.

NUMBER: 1411

TITLE: Tenure

APPROVED: June 12, 1980; Revised February 24, 1984; Revised November 19, 1987; Revised December 13, 1988; Revised September 27, 1990; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2002; Revised April 11, 2003; Revised June 14, 2005; Revised September 9, 2005; Revised September 22, 2006; Revised June 15, 2007; Revised December 7, 2007; Revised September 17, 2009; Revised April 8, 2010; Revised April 4, 2012 (eff. 5/1/12); Revised June 14, 2012; Revised September 26, 2013; Revised April 24, 2014 (eff. 7/1/14); Revised September 18, 2014; Revised April 23, 2015 (eff. 6/1/15); Revised June 9, 2016 (eff. 7/1/16); Revised June 14, 2018 (eff. 7/1/18)

I. Purpose of Tenure

The main purposes of tenure are to protect academic freedom and to enable the University to attract and retain a permanent faculty of distinction in order to accomplish its mission. For these reasons, tenure is usually 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 a 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, lecturer, master or senior lecturer, faculty of practice, clinical faculty, 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 (including nationally competitive fellowships) 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 total period for full-time probationary appointments (excluding periods not counted, see section III.B.) is six years, unless an approved extension is granted (see section III.C.). If the tenure decision is negative, a one-year terminal appointment is offered.

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

1. A faculty member initially appointed to the rank of full professor may be considered for tenure in the second year of service and would be notified of a tenure decision according to the schedule in the Teaching and Research Faculty Handbook; if tenure is awarded, a tenure contract will be offered for a 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. (Please refer to the policy on Initial Appointment of Teaching and Research Faculty for additional information on an initial appointment with tenure.)

2. A faculty member initially appointed to the rank of associate professor may be considered for tenure in the fourth year of service and would be notified of a tenure

decision according to the schedule in the Teaching and Research Faculty Handbook. 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.

3. 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 needed to quality 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 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 ensuring year. It is the sense of the Board of Visitors that only demonstrably exceptional faculty will be awarded tenure under this clause.

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. Scholarly and teaching activity up to six years before the tenure decision should be considered, which can include activity at another accredited institution of higher education or national research institutions. (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 vita 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 based on the department's approved criteria for the evaluation of scholarly activity and research. 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 and 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 candidates.

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. No faculty member can be awarded tenure unless convincing evidence is provided of successful performance in scholarly activity and research, as judged by the department's approved criteria for the evaluation of scholarly activity and research. It is the faculty member's responsibility to include these criteria in the research portfolio submitted to external reviewers and in the data file submitted internally. If these criteria changed during the faculty member's probationary period, he or she can choose which version to submit. All evaluations of the faculty member's research and scholarly activity, at every stage of the tenure process, should be guided by these criteria.

V. Procedures for Tenure Consideration[1]

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. The initial steps of the review process are normally conducted by the chair of the department or unit with which the candidate for tenure is affiliated, assuming the chair has tenure. If the chair is not tenured, he or she may not be involved in any aspect of the tenure decision. In that case, the dean of the college housing the department should appoint a tenured member of the department in question to act in the chair's stead. This faculty member shall not take part in any deliberations or votes of the departmental, college or University tenure committee. If the candidate for tenure is the chair of a department, the dean shall conduct the initial steps of the review process but will not write a separate recommendation at the departmental level.

C. 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 or his/her replacement if the chair is not tenured (see section V.B.).

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 (or replacement, see section V.B.) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or replacement, see section V.B.) 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 (or replacement, see section V.B.) 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.

D. 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 (or replacement, see section V.B.). 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 (or replacement, see section V.B.), will appoint enough additional tenured faculty members to form a committee of at least three members.

3. No dean, associate dean, assistant dean, or other full-time administrator or department chair (or replacement, see section V.B.) shall attend or participate in the deliberation of the departmental, college, University Promotion and Tenure Committee, or 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. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.

4. The college committee 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. Every reasonable effort should be made to ensure that ~~T~~there are~~should be~~ at least three full 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. The representative from a tenure candidate's department will participate in deliberations in the candidate's case but will not cast a vote.

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 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. The representative from a tenure candidate's college will participate in deliberations in the candidate's case but will not cast a vote.

6. Any committee member who participates in the tenure process votes at most only once or any particular case.

7. In order to ensure transparency, fairness, and equity in the internal review process, a faculty member or administrator who participates in the tenure process must disclose any potential conflict of interest that might undermine the credibility of the process. The chair of the department (or replacement, see section V.B.) will work in consultation with the dean of the college to decide whether the person should be excluded from serving on the review committee.

8. The faculty member under consideration is informed whenever a committee is considering tenure and is given an opportunity to submit a statement (in electronic form) to the Provost's Office in support of their tenure case, or to correct any factual misinformation in previous recommendations. The Provost's Office will add such statements to the candidate's file.

~~7.~~9. In case of material new accomplishments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the dean. Such additional material must be clearly marked as such and dated at the time of addition to the tenure file by the Provost's Office. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual (e.g. dean) who first see this new material.

E. The committee or group of tenured faculty makes its recommendations to the chair (or replacement, see section V.B.). All ~~eligible~~ committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write a minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. Considering this recommendation, the chair (or replacement, unless the dean is acting in the chair's stead, see section V.B.) makes an additional evaluation and recommendation concerning tenure. A copy of that review and recommendation letter will be sent to the faculty member and the dean by the chair of the department.

F. If either the tenured faculty (or their committee), or the chair (or replacement, see section V.B.), or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair (or replacement, see section V.B.) are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. All eligible committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's tenure application are defined in section V.D.4. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee.

G. If neither the departmental committee nor the chair (or replacement, see section V.B.) 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 through a secret ballot. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. 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.

H. 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, with a copy to the faculty member.

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) concerning tenure, which is forwarded to the provost and vice president for academic affairs. All eligible committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's tenure application are defined in section V.D.5. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. The Office of the Provost will provide a copy of the recommendation letter to the dean of the college, the department chair and the faculty member.

J. 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 (if tenured) and dean concerned.

K. 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 according to the schedule in the Teaching and Research Faculty Handbook 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.

L. If the determination of the provost and vice president for academic affairs is against tenure, the faculty member is notified according to the schedule in the Teaching and Research Faculty Handbook that a terminal contract will be offered for the ensuing year.

M. 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.

N. 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 March 1 to the Provost (November 22 for faculty hired mid-year).

O. 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.

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

[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.

June 13, 2019

REQUESTS FOR LEAVE OF ABSENCE WITHOUT COMPENSATION

The President has approved the following requests for leave of absence without compensation.

Name and Rank	Leave of Absence From To	Contract Salary
Juan Du Associate Professor Department of Economics	Academic year 2019-2020	$91,010

Reason for Leave: To teach part-time at Chuo University in Tokyo, Japan

Ghaith Rabadi Professor Department of Engineering Management and Systems Engineering	Academic Year 2019-2020	$100,947

Reason for Leave: Second year in a temporary position as Vice President for Research at the Princess Sumaya University of Technology in Amman, Jordan

June 13, 2019

ANNUAL REPORT OF THE ACTIVITIES
OF THE ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE
2018-2019

ITEM	**MONTH OF BOARD OF VISITORS PROCEEDING**
Request for Leaves of Absence	
Patricia Edwards Senior Lecturer Department of Art	September 2018
Juan Du Associate Professor Department of Economics	June 2019
Ghaith Rabadi Professor Department of Engineering Management and Systems Engineering	June 2019
Faculty Appointments	
40 Appointments	September 2018
6 Appointments	December 2018
41 Appointments	April 2019
20 Appointments	June 2019
Non-Academic Appointments	
Dr. Margaret E. Barber Interim Associate Dean for Educator Preparation	September 2018
Mr. Bobby Bennett Jr. Associate Director, Multicultural Initiatives, Student Engagement and Enrollment Services	September 2018
Ms. Taryn Boone Director of Administrative Services, Housing and Residence Life	September 2018
Mr. Christopher Bowman CRM Manager for Enrollment Management	September 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Marla Britton Professional Counselor Counseling Services	September 2018
Dr. Joseph Brobst Research Assistant Professor	September 2018
Ms. Maggi Buckley Assistant Women's Lacrosse Coach	September 2018
Mr. Mitchell Burket Residence Hall Director	September 2018
Mr. Jonathan Clay Admissions Counselor	September 2018
Dr. Paul Currant Executive Director of International Programs and Senior International Officer	September 2018
Ms. TaShauna Davis Admissions Counselor	September 2018
Mr. Ryan "Red" Dowdell Assistant Sports Performance Coach	September 2018
Mr. Darrin Duling Associate Director of Kaplan Orchid Conservatory	September 2018
Ms. Rachael Evans Advisor/Success Coach, Center for Major Exploration	September 2018
Ms. Stephanie Ewers Accreditation and Practicum Director College of Health Sciences	September 2018
Mr. Matthew Fitzpatrick Residence Hall Director	September 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Emily Harmon Student Support Services Counselor Center for High Impact Practices	September 2018
Ms. Sarah Hart Associate Director of Residence Education	September 2018
Ms. Courtney Hill Academic Advisor and Program Manager	September 2018
Ms. Brianna Horton Residence Hall Director	September 2018
Mr. Scott Johnson Associate Athletic Director for Sports Medicine and Athletic Training	September 2018
Mr. Maurice Jones Residence Hall Director	September 2018
Ms. Jessica Lang Admissions Counselor	September 2018
Ms. Amy Lynch Athletic Academic Advisor	September 2018
Ms. Melissa McLevain Assistant Director of Residence Education	September 2018
Ms. Cynthia Meca Academic Advisor and Retention Specialist	September 2018
Mr. Harry Minium, Jr. Senior Executive Writer and Communications Specialist	September 2018
Ms. Annie Morris Director of State Governmental Relations	September 2018
Ms. Laura Morrison Professional Counselor/Outreach Coordinator, Counseling Services	September 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Caroline Neal Coordinator of Graduate Recruitment, Office of Admissions	September 2018
Ms. Ming Ni Research Associate, Institutional Research	September 2018
Mr. Christopher Norton Manager of Collections and Exhibitions, Barry Art Museum	September 2018
Ms. Julie Perez Associate Director of Admissions – Recruitment	September 2018
Mr. David Perkins Client Services and Consulting Manager Strome Entrepreneurial Center	September 2018
Ms. Emily Rodgers Instructor of Early Care and Education	September 2018
Mr. Steven Rodrigues Assistant Wrestling Coach	September 2018
Ms. Ashlyn Shultz Admissions Counselor	September 2018
Ms. Kaitlin Smith Assistant Director of Marketing and Membership Recreation and Wellness	September 2018
Dr. Thomas Speakman Director of Undergraduate Admissions	September 2018
Mr. Daryl Thomas Assistant Wrestling Coach	September 2018
Mr. Nikolas Turner Head Athletic Trainer for Football	September 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Dr. Janice Underwood Director of Diversity Initiatives Institutional Equity and Diversity	September 2018
Ms. Austin Vick Admissions Coordinator for Student Guides and the Campus Experience	September 2018
Ms. Sarah Walker Athletic Academic Advisor	September 2018
Ms. Kara Werkmeister Student Success Advisor, Center for Advising Administration and Academic Partnerships	September 2018
Mr. Jody Williams Director of Finance and Support Services	September 2018
Ms. Kelsey Wolfe Assistant Sports Performance Coach	September 2018
Ms. Brittani Wyskocil College Advisor, College of Health Sciences	September 2018
Mr. Richard William Yomby Lowe Second Assistant Men's Soccer Coach	September 2018
Ms. Yan Zhang Senior Marketing Analyst, Distance Learning	September 2018
Ms. Tamara Barnes Transfer Admissions Counselor	December 2018
Ms. Kimberly Cain Assistant Director, Institutional Equity and Diversity	December 2018
Ms. Kimberly Chavers Second Assistant Women's Rowing Coach	December 2018
Ms. Danielle Dady Senior Research Compliance Coordinator Office of Research	December 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Sophal Ey Assistant Director of International Admissions	December 2018
Ms. Randi Garza Associate Director of Housing and Residence Life for Fiscal Operations	December 2018
Mr. Tihomir Hristov Manager, Network Engineering and Design Information Technology Services	December 2018
Ms. Keisha James-McCamie Instructor of Early Care and Education	December 2018
Ms. Alyssa Jones Director, Special Events and Stewardship Old Dominion Athletic Foundation	December 2018
Ms. Courtney Kelly Assistant Director, Institutional Equity and Diversity and Interim Title IX Coordinator	December 2018
Ms. Lisa Moser Coordinator of Undergraduate Studies Electrical and Computer Engineering	December 2018
Mr. James Palmer Senior Market Research Analyst	December 2018
Ms. Lanah Stafford Director of CHIP Planning and Project Management Center for High Impact Practices	December 2018
Ms. Erica Watson Associate Director of Student Conduct and Academic Integrity	December 2018
Dr. Eric Weisel Executive Director of VMASC/Associate Vice President for Applied Research	December 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Victoria West Coordinator Operations and Aquatics	December 2018
Ms. Kristin White Instructional Technology Specialist Distance Learning	December 2018
Ms. Kimberley Williams Online Academic Program Planning Coordinator Distance Learning	December 2018
Mr. David Blackwell Assistant Football Coach – Defensive Coordinator	April 2019
Mr. Grady Brown Assistant Football Coach - Defense	April 2019
Dr. Abby Calisch Professional Counselor	April 2019
Mr. Fred Chao Head Women's Volleyball Coach	April 2019
Ms. Luz Diaz Bahena Admissions Counselor	April 2019
Dr. Monti Dutta Agreement Maintenance and Compliance Manager Office of Research	April 2019
Mr. Stuart L. Frazer Deputy University Librarian	April 2019
Mr. Dwight Galt IV Director of Sports Performance	April 2019
Mr. Joseph Hassell Academic Advisor	April 2019
Ms. Victoria Kaminski Transfer Admissions Counselor	April 2019

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Ragan Killen Professional Counselor	April 2019
Ms. Kristal Kinloch-Taylor Director of Military Center Connections	April 2019
Ms. Becca Lamb First Assistant Women's Volleyball Coach	April 2019
Mr. Jefferson Ludvik Operations Analyst Darden College of Education and Professional Studies	April 2019
Mr. Adam McLamb Second Assistant Women's Volleyball Coach	April 2019
Ms. Catherine Pedersen Director of Student Orientation and Family Programs	April 2019
Delegate Kenneth R. Plum Contributing Researcher for the Old Dominion University State of the Commonwealth Report Strome College of Business	April 2019
Ms. Nicole Remy Case Manager Student Engagement and Enrollment Services	April 2019
Mr. Daric Riley Assistant Football Coach - Defense	April 2019
Mr. Aaron Rittgers Assistant Director of Sports Performance	April 2019
Mr. Austin Shelton Assistant Recruiting Coordinator	April 2019
Mr. Lubbock Smith III Director, Student-Athlete Development and Leadership Programs/Academic Advisor	April 2019

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Yana Sokolenko-Carollo Associate Women's Tennis Coach	April 2019
Mr. Bryan Stinespring Assistant Football Coach – Tight Ends	April 2019
Ms. Ashleigh Terry Admissions Counselor	April 2019
Ms. Kristina Wayne Assessment and Accreditation Analyst Darden College of Education and Professional Studies	April 2019
Mr. Liam Costello Professional Counselor	June 2019
Mr. David Einfeldt, J.D. Patent Agent	June 2019
Dr. Renee Felts Assistant Vice President for Academic Initiatives and Continuing Education	June 2019
Ms. Melissa Ferguson Instructional Designer	June 2019
Ms. Betsy Hnath Associate Director of Admissions - Marketing	June 2019
Ms. Amy-Leah Joaquim Assistant Director for Service-Learning, Student Engagement and Enrollment Services	June 2019
Ms. Jessica Johnson Digital Shipbuilding Curriculum Coordinator, Virginia Modeling, Analysis and Simulation Center	June 2019
Mr. Christopher Kovensky Assistant Men's Basketball Coach	June 2019

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Alice Laubach International Student Advisor Office of International Programs	June 2019
Ms. Leah MacMoyle Athletic Operations and On-Campus Recruiting Coordinator	June 2019
Ms. LaShay McQueen Academic Enrichment Coordinator, Center for High Impact Practices	June 2019
Ms. Drucilla Owenby Instructional Designer	June 2019
Mr. Justin Walker Head Athletic Trainer for Football	June 2019
Mr. Harold Williams Director of Annual Giving	June 2019
Update on the Appeal of a Tenure Decision	December 2018
Mid-Year Tenure Awards	December 2018
Darden College of Education and Professional Studies	
Narketta Sparkman-Key Department of Counseling and Human Services	
Batten College of Engineering and Technology	
Jennifer G. Michaeli Department of Engineering Technology	
Tenure Awards	April 2019
College of Arts and Letters	
Elizabeth Groeneveld Women's Studies	

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Tenure Awards (con't)	April 2019

College of Arts and Letters (con't)

Paul S. Kim
Department of Music

David Mallin
Department of Communication and Theatre Arts

Daniel Richards
Department of English

David Shields
Department of Art

Megan Thompson
Department of Communication and Theatre Arts

Strome College of Business

Robert M. McNab
Department of Economics

ManWo Ng
Department of Information Technology and Decision Sciences

Chuanyi Tang
Department of Marketing

Darden College of Education and Professional Studies

Laura Chezan
Department of Communication Disorders and Special Education

Judith Dunkerly-Bean
Department of Teaching and Learning

Mary Enderson
Department of Teaching and Learning

Emily Goodman-Scott
Department of Counseling and Human Services

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Tenure Awards (con't)	April 2019
Darden College of Education and Professional Studies (con't)	
Lindsay Usher Department of Human Movement Sciences	
Batten College of Engineering and Technology	
Orlando Ayala Department of Engineering Technology	
Yunbyeong Chae Department of Civil and Environmental Engineering	
Chunqi Jiang Department of Electrical and Computer Engineering	
Otilia Popescu Department of Engineering Technology	
Xiaoyu Zhang Department of Mechanical and Aerospace Engineering	
College of Health Sciences	
Robert Bruno School of Medical Diagnostic and Translational Sciences	
Patrick Sachs School of Medical Diagnostic and Translational Sciences	
College of Sciences	
P. Dreux Chappell Department of Ocean, Earth and Atmospheric Sciences	
Initial Appointments with Tenure	
Sherif S. Ishak Professor of Civil and Environmental Engineering (Designated as Chair of the Department of Civil and Environmental Engineering)	September 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Initial Appointments with Tenure (con't)	
Gymama Slaughter Associate Professor of Electrical and Computer Engineering (Designated as Executive Director of the Frank Reidy Research Center for Bioelectrics)	September 2018
Kristi Costello Associate Professor of English (Serving as Associate Chair of Writing Studies)	April 2019
Initial Appointments with Tenure	June 2019
Posthumous Emeritus Appointment	
Steve Yetiv University Professor Emeritus, Louis I. Jaffe Professor Emeritus of Arts & Letters, and Professor Emeritus of Political Science and Geography	April 2019
Emeritus/Emerita Appointments for Retiring Faculty and Administrators	
Deborah Kinney Coordinator Emerita for Undergraduate Student Services Department of Electrical and Computer Engineering	September 2018
Jimmie Carraway University Distinguished Teacher Emeritus and Senior Lecturer Emeritus of Information Technology and Decision Sciences	December 2018
Valerian Derlega Professor Emeritus of Psychology	December 2018
Michael J. Doviak Associate Professor Emeritus of Mathematics and Statistics	December 2018
Sylvia Hudgins Professor Emerita of Finance	December 2018
Karen Kott Associate Professor Emerita of Physical Therapy and Athletic Training	December 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Emeritus/Emerita Appointments for Retiring Faculty and Administrators (con't)	
Edward P. Markowski University Professor Emeritus and Professor Emeritus of Information Technology and Decision Sciences	December 2018
Kneeland Nesius University Professor Emeritus and Associate Professor Emeritus of Biological Sciences	December 2018
Dianne Carmody, University Professor Emerita and Associate Professor Emerita of Sociology and Criminal Justice	April 2019
Diana L. Deadrick, Associate Professor Emerita of Management	April 2019
Patricia Edwards, Senior Lecturer Emerita of Art	April 2019
Elizabeth Esinhart, Senior Lecturer Emerita of Political Science and Geography	April 2019
Dale Feltes, Director Emeritus of Design and Construction	April 2019
Myron Glassman, Professor Emeritus of Marketing	April 2019
Gail Grisetti, Associate Professor Emerita of Physical Therapy and Athletic Training	April 2019
Michael Hucles, Associate Professor Emeritus of History	April 2019
Arminda Israel, Coordinator Emerita of the Military Career Transition Program and Academic Advisor Emerita	April 2019
Jeanie Kline, Executive Academic Initiatives Administrator Emerita	April 2019
John Kroll, Associate Professor Emeritus of Mathematics and Statistics	April 2019
Berhanu Mengistu, Professor Emeritus of Public Service	April 2019
Janet Peery, University Professor Emerita and Professor Emerita of English	April 2019

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Emeritus/Emerita Appointments for Retiring Faculty and Administrators (con't)	
Patricia Pleban, Associate Professor Emerita of Chemistry and Biochemistry	April 2019
Sharon Raver-Lampman, University Professor Emerita and Professor Emerita of Communication Disorders and Special Education	April 2019
June Ritchie, Associate Director Emerita, Center for Learning and Teaching	April 2019
Tim Seibles, Professor Emeritus of English	April 2019
Glen Sussman, University Professor Emeritus and Professor Emeritus of Political Science and Geography	April 2019
Richard Whittecar, University Professor Emeritus and Associate Professor Emeritus of Ocean, Earth and Atmospheric Sciences	April 2019
Barbara Winstead, Professor Emerita of Psychology	April 2019
Konrad Winters, Associate Professor Emeritus of Communication and Theatre Arts	April 2019
Laurie J. Henry University Professor Emerita and Associate Professor Emerita of Accountancy	June 2019
Named Professors	
Luisa Igloria Department of English Louis I. Jaffe Professor in Arts and Letters	December 2018
John Toomey Department of Music Louis I. Jaffe Professor in Arts and Letters	December 2018
Xiushi Yang Department of Sociology and Criminal Justice Louis I. Jaffe Professor in Arts and Letters	December 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Rescission of Honorary Degree	
William H. Cosby, Jr. Doctor of Humane Letters	September 2018
Honorary Degree Recipients	
Carolyn Barry Doctor of Humane Letters *(honoris causa)*	April 2019
Patricia Perry Doctor of Humane Letters *(honoris causa)*	April 2019
Bryan Stevenson Doctor of Humane Letters *(honoris causa)*	April 2019
Information Items Concerning Faculty	
Summary of Policies and Procedures on Tenure	April 2019
Tenure Continuum	April 2019
Instructional Faculty Tenure Trends for 1988-2019	April 2019
Report on Promotions in Academic Rank Effective 2019-2020	June 2019
Other Actions	
Approved Discontinuation of the Joint Offering of the Master of Public Health with Eastern Virginia Medical School and the Continuation of the Program Offered Solely by Old Dominion University	September 2018
Approved Discontinuation of the Current Offering of the Master of Science in Athletic Training and Initiation of the Degree Program as a Professional/Entry-Level Credential	September 2018
Approved the Appointment of Faculty Representatives to Board of Visitors Committees	September 2018
Approved a Bachelor of Science Degree in Cybersecurity	December 2018

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Other Actions (con't)	
Approved a Master of Science Degree in Data Science and Analytics	December 2018
Approved Renaming the School of Physical Therapy and Athletic Training the School of Rehabilitation Sciences	December 2018
Approved Dual Employment	December 2018
Approved a New Policy on Course Materials Adoption	April 2019
Approved a Bachelor of Fine Arts Degree in Graphic Design	April 2019
Approved Bachelor of Science Degree Programs in Early Childhood Education, Elementary Education, Special Education, and Career and Technical Education	April 2019
Approved Discontinuing the Master of Science Degree Program in Community Health	April 2019
Approved Reorganization of the College of Continuing Education and Professional Development and Renaming the College the School of Continuing Education	April 2019
Approved Renaming the Department of Modeling, Simulation and Visualization Engineering the Department of Computational Modeling and Simulation Engineering	April 2019
Approved Dual Employment	April 2019
Approval of Revisions to the Policy on Tenure	June 2019
Approval of Revisions to the Policy on Promotion in Rank	June 2019
Approval of Revisions to the Policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers	June 2019
Approval of Revisions to the Policy on Reappointment/Annual Review or Nonreappointment of Faculty	June 2019
Received the Annual Report on Committee Actions	June 2019

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING

Report from the Provost — September 2018

Austin Agho introduced Brian Payne, Vice Provost for Academic Affairs, who presented information on the LeADERS program. The program provides experiences in the following areas for students who elect to participate: leadership, ePortfolios, academic internships, diversity, entrepreneurships, research, and service learning. Students who participate complete three to five class areas and an ePortfolio and earn bronze, silver or gold status.

Report from the Provost — December 2018

Austin Agho informed committee members that a review of the College of Continuing Education and Professional Development is underway. The results of the review will be presented at the April Board of Visitors meeting.

Report from the Vice President for Research — September 2018

Morris Foster highlighted a recent grant received from NSF that provides $1.5M to recycle the University's high performance computing resources. The grant is in addition to a $500,000 cost match from the University.

Report from the Vice President for Research — December 2018

Morris Foster introduced Dr. Jennifer Michaeli, Assistant Professor of Engineering Technology, who gave a presentation on digital shipbuilding. Dr. Michaeli highlighted ODU's role in partnering with industry and government agencies to transform the shipbuilding industry and advanced manufacturing sectors and develop career pathways leading to high wage jobs across the region and state.

Report from the Vice President for Research — June 2019

Morris Foster provided information on the Commonwealth Cybersecurity Initiative (CCI), the Electron-Ion Collider, and the Virginia Institute of Spaceflight and Autonomy.

June 13, 2019

PROMOTIONS IN ACADEMIC RANK
EFFECTIVE 2019-2020

The President has approved the promotions in academic rank for the following faculty members, effective with the 2019-20 academic year.

Promotion to Professor

College of Arts and Letters

Greta Pratt
Department of Art

Alla Zareva
Department of English

Strome College of Business

Juita-Elena (Wie) Yusuf
School of Public Service

Darden College of Education

Shana Pribesh
Department of Educational Foundations and Leadership

Batten College of Engineering and Technology

Sandeep Kumar
Department of Civil and Environmental Engineering

Gon Namkoong
Department of Electrical and Computer Engineering

College of Sciences

Holly Gaff
Department of Biological Sciences

Jingdong Mao
Department of Chemistry and Biochemistry

Promotion to Librarian II

Miriam Bridges
University Libraries

Promotion to Research Associate Professor

Jose Padilla
Research Associate Professor
Virginia Modeling, Analysis and Simulation Center (VMASC)