

TO:

## V. Regular Agenda

The regular agenda includes proposed revisions to the Policy on Certificate of Recognition or Achievement for Terminally Ill or Deceased Students; proposed new policies on Academic Rank and Criteria for Ranks, Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers, and Promotion in Rank; proposed revisions to the policy on Tenure and the policy on Evaluation of Faculty; and a request to establish the College of Continuing Education.

## VI. Information Items

Information items include the report from the Provost and the report from the Office of Research. The report from the Provost will include information on key areas for the 2014-19 Strategic Plan.

## VII. 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  
SEPTEMBER 26, 2013  
AGENDA

9:30-11:00 a.m. – President’s Dining Room

- I. APPROVAL OF THE MINUTES OF JUNE 13, 2013
- II. CLOSED SESSION
- III. RECONVENE IN OPEN SESSION AND VOTE ON RESOLUTIONS
- IV. CONSENT AGENDA
  - A. Faculty Appointments (p. 4-14)
  - B. Administrative Appointments (p. 15-26)  
(p. 27-29)
  - B. Proposed New Policy on Academic Rank and Criteria for Ranks (p. 30-37)
  - C. Proposed New Policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers (p. 38-41)
  - D. Proposed New Policy on Promotion in Rank (p. 42-50)
  - E. Proposed Revisions to the Policy on Tenure (p. 51-61)
  - F. Proposed Revisions to the Policy on Evaluation of Faculty (p. 62-66)
  - G. Request to Establish the College of Continuing Education (p. 67)
- VI. INFORMATION ITEMS
  - A. Report from the Provost
    - 1. Key Areas for the 2014-19

September 26, 2013

## FACULTY APPOINTMENTS

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

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

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

Mr. Jonathan D. Backens Lecturer of Electrical and Computer Engineering	\$63,000	7/25/13	10 mos
--	----------	---------	--------

Mr. Backens received a B.S. in Computer Engineering and Computer Science in 2004 from Christopher Newport University and is pursuing a Ph.D. in Electrical and Computer Engineering at Old Dominion University. Since 2011, he has been an Instructor in Electrical and Computer Engineering at Old Dominion University.

Ms. Sheila F. Baker Lecturer of Teaching and Learning	\$45,500	7/25/13	10 mos
--	----------	---------	--------

Ms. Baker received an M.S. in Library and Information Studies in 2009 from Florida State University, a B.S. in Elementary Education in 1988 from Ohio University and is a Doctoral student in Information Studies at Florida State University. Since 2010, she has been a School Library/Technology Specialist at Anona Elementary School, Florida.

Dr. Nazir Barekzi Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
--	----------	---------	--------

Dr. Barekzi received a Ph.D. in Microbiology in 2009 from the University of Virginia, an M.S. in Microbiology in 2001 from the University of Colorado, and a B.S. in Biology in 1997 from James Madison University. Since 2011, he has been a Research Scientist and Grant Specialist in the Laser and Plasma Engineering Institute and an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University.



Dr. Larisa Bulysheva  
Instructor of Information Technology and

\$55,000

7/25/13

10 mos

Dr. Anthony W. Dean Lecturer – Engineering Fundamentals Division College of Engineering and Technology	\$70,000	8/25/13	10 mos
--	----------	---------	--------

Dr. Dean received a Ph.D. in Engineering Management and Systems Engineering and a B.S. in Engineering Technology, in 2003 and 1998 respectively, from Old Dominion University and an M.B.A. in 2000 from the College of William and Mary. He has been an Associate Professor and Adjunct Associate Professor in the Department of Engineering Technology and Adjunct Associate Professor in the Business Gateway at Old Dominion University.

Dr. Jimmy Draper Visiting Assistant Professor of Communication/Theatre Arts	\$50,000	7/25/13	10 mos
---	----------	---------	--------

Dr. Draper received a Ph.D. in Communication Studies and a B.A. in Arts & Ideas in the Humanities, in 2012 and 2001 respectively, from the University of Michigan, Ann Arbor. He has taught at the University of Michigan and most recently was a Lecturer of Communication Studies.

Ms. Robin Flanagan Lecturer of Mathematics and Statistics	\$43,000	7/25/13	10 mos
--	----------	---------	--------

Ms. Flanagan received an M.S.Ed. and a B.S. in Interdisciplinary Studies (Teacher Track), in 2006 and 2005 respectively, from Old Dominion University. Since 2012, she has been an Adjunct Lecturer in the Department of Mathematics and Statistics at Old Dominion University.

Dr. Joy L. Francis	\$40,000	7/25/13	10 mos
--------------------	----------	---------	--------

Computer Science at Old Dominion University. Since 2003, she has been an Adjunct Instructor in the Department of Computer Science at Old Dominion University.

Dr. Emily M. Gussenhoven Lecturer of Chemistry and Biochemistry	\$45,000	7/25/13	10 mos
--	----------	---------	--------

Dr. Gussenhoven received a Ph.D. in Inorganic Chemistry in 2008 from the University of California, an M.S. in Inorganic Chemistry in 2003 from the University of Washington and a B.A. in Chemistry in 1999 from Mount Holyoke College. Since 2012, she has been an Adjunct Assistant Professor in the Department of Chemistry and Biochemistry at Old Dominion University.

Dr. Tina S. Haney Lecturer of Nursing	\$72,800	7/25/13	10 mos
--	----------	---------	--------

Dr. Haney received a Doctor of Nursing Practice in 2011 from Old Dominion University, a Master of Science in Nursing in Pediatric Clinical Nurse Specialist in 1988 from the University of Virginia and a B.S. in Nursing in 1987 from Virginia Commonwealth University – Medical College of Virginia. She has been an Assistant Director of Nursing Education at the Medical Careers Institute School of Health Sciences at ECPI since 2008 and an Adjunct Faculty and an Adjunct Faculty member in the doctoral program in nursing practice at Old Dominion University.

Ms. Michelle D. Heart Lecturer of English	\$42,000	7/25/13	10 mos
--	----------	---------	--------

Ms. Heart received an M.A. and a B.A. in English, in 2007 and 2005 respectively, from Old Dominion University. Since 2007, she has been an Adjunct Instructor in the Department of English at Old Dominion University.

Ms. Natalie A. Hinton Lecturer of Mathematics and Statistics	\$43,000	7/25/13	10 mos
---	----------	---------	--------

Ms. Hinton received a Master's Degree in Applied Mathematics in 2005 from Western Carolina University and a Bachelor's Degree in Applied Mathematics in 2003 from the University of North Carolina – Wilmington. Since 2012, she has been an Adjunct Mathematics Instructor at Old Dominion University.

Dr. Alvin A. Holder Associate Professor of Chemistry and Biochemistry Tenure Track	\$76,000	7/25/13	10 mos
--	----------	---------	--------

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



Ms. Karen Joachim Lecturer of Counseling and Human Services	\$45,000	7/25/13	12 mos
--	----------	---------	--------

Ms. Joachim received an M.S.Ed. in Clinical and School Counseling and an M.S.Ed. in Early Childhood Education, in 2006 and 1992 respectively, from Old Dominion University and a B.A. in Communications and Public Relations in 1978 from the University of Louisiana at Lafayette. Since 2010, she has been an Adjunct Instructor in the Department of Counseling and Human Services at Old Dominion University.

Ms. LaKeisha N. Jones Lecturer of Counseling and Human Resources	\$45,000	8/10/13	10 mos
---	----------	---------	--------

Ms. Jones received an M.A. in Professional Counseling in 2012 from Liberty University and a B.S. in Liberal Arts in Health Professions in 2010 from Excelsior College and is enrolled

at Zach Theatre and Technical Director/Scenic Designer for the Utah Festival Opera Company. (Salary includes a \$5000 stipend for serving as Theatre Technical Director)

Ms. Jessica R. Mayo Lecturer of Nursing	\$62,000	7/25/13	10 mos
--	----------	---------	--------

Ms. Mayo received an M.S. in Nursing Education in 2009 from Old Dominion University and a B.S. in Nursing in 1998 from George Mason University. She has been an RN Classroom, Clinical and Simulation Instructor at the Medical Career Institute of ECPI University.

Ms. Shannon M. McCallister Lecturer of Biological Sciences	\$42,000	7/25/13	10 mos
---	----------	---------	--------

Ms. McCallister received an M.S. in Biology in 2010 from Old Dominion University and a B.S. in Biology in 2005 from Virginia Polytechnic Institute & State University. Since 2010, she has been an Adjunct Lecturer in Biology at Old Dominion University and Thomas Nelson Community College.

Dr. Janet M. Moloney Lecturer of Chemistry and Biochemistry	\$45,000	7/25/13	10 mos
---	----------	---------	--------

Dr. Moloney received a degree in Veterinary Medicine in 2008 from University College Dublin, Ireland, a Ph.D. in Chemistry in 1998 from the University of Durham, U.K. and a B.Sc. in Chemistry in 1995 from London Metropolitan University, U.K. Since 2008, she has been a Visiting Assistant Professor and Adjunct Professor in the Department of Chemistry and Biochemistry at Old Dominion University.

Dr. Mohammadreza Moradi Lecturer of Civil and Environmental Engineering	\$70,000	12/25/13	10 mos
--	----------	----------	--------

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

Ms. Katharine A. Moulton Lecturer English Language Center	\$35,000	7/25/13	10 mos
---	----------	---------	--------

Ms. Moulton received an M.A. in Linguistics in 1980 from the University of Michigan and a B.A. in Comparative Religion and Sociology in 1975 from Macalester College. Since 2011, she has been Coordinator for the International TA Program in the College of Sciences and TESOL Practicum Supervisor in the Department of English at Old Dominion University.

Ms. Robin Ormiston Lecturer of Women's Studies	\$42,000	7/25/13	10 mos
---	----------	---------	--------

Ms. Ormiston received an M.A. in English in 2008 from Old Dominion University, a B.S. in Interdisciplinary Studies from Norfolk State University in 2006 and is pursuing a Ph.D. in Rhetoric and Textual Studies at Old Dominion University. Since 2009, she has been a SAFE Graduate Assistant in the Women's Center at Old Dominion University.

Ms. Maria Padilla Lecturer of Foreign Languages and Literatures	\$40,000	7/25/13	10 mos
--	----------	---------	--------

Ms. Padilla received an M.A. in Public Administration and a B.A. in Social Science, in 1984 and 1982 respectively, from the University of Puerto Rico. She has taught as an Adjunct Instructor at Old Dominion University and Tidewater Community College.

Dr. Anthony C. Perez Assistant Professor of Educational Foundations and Leadership Tenure Track	\$63,000	12/25/13	10 mos
--	----------	----------	--------

Dr. Perez received a Ph.D. in Educational Psychology in 2012 from Temple University, an M.A. in Clinical-Counseling Psychology in 2003 from La Salle University and a B.A. in Psychology in 1999 from Rutgers University. Since 2012, he has been a Postdoctoral Associate at Duke University.

Dr. Otilia Popescu Assistant Professor of Engineering Technology Tenure Track	\$68,000	7/25/13	10 mos
---	----------	---------	--------

Dr. Popescu received a Ph.D. in Electrical and Computer Engineering in 2004 from Rutgers University and a Diploma in Electrical and Computer Engineering and an M.S. with specialization in Control Engineering and Computers in 1991 from Polytec

Ms. Cathleen Rhodes  
Lecturer of English

\$42,000

7/25/13

10 mos



Dr. Cynthia Ann Trent

\$64,000

8/10/13

10 mos

September 26, 2013

ADMINISTRATIVE FACULTY APPOINTMENTS

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

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Charlotte L. Anders Executive Programs Manager College of Business and Public Administration and Instructor	\$60,000	6/10/13	12 mos

Ms. Anders received an M.S. in Business Management and a B.S. in Hotel, Restaurant and Institutional Management, in 1991 and 1988 respectively, from Virginia Polytechnic Institute and State University. Since 2011, she has been Executive Director for Virginians for the Arts (VFTA).

Admiral David Architzel Director of Military Affairs and Instructor	\$125,000	8/10/13	12 mos
---	-----------	---------	--------

Admiral Architzel received an M.S. in Aeronautical Systems from the University of West Florida and a B.S. in Mathematics from the U.S. Naval Academy. He retired after more than 40 years of naval service, and served most recently as Commander of Naval Air Systems Command and as the principal military deputy to the Assistant Secretary of the Navy (Research, Development and Acquisition).

Mr. Carlos D. Baxley Director of Annual Giving and Assistant Instructor	\$65,000	8/10/13	12 mos
---	----------	---------	--------

Mr. Baxley received a B.A. in Mass Communications from Francis Marion University. Since 2010, he has been Director of Annual Giving at Coastal Carolina University. Prior to that, Mr. Baxley was Assistant Director of Development at the University of Cincinnati.

Ms. Jenna Blair  
Residence Hall Director  
and Instructor

\$32,000

7/10/13

12 mos

Ms. Blair received an M.A. in Professional Studies and a B.S. in Mass Communication, in 2010 and 2008 respectively, from Towson University. Since 2010, she has been Coordinator of Residence Life at The Pennsylvania State University – Erie.

Dr. Jane Susan Bray



Mr. Andrew Crabtree Head Women's Golf Coach and Assistant Instructor	\$65,000	8/10/13	12 mos
--	----------	---------	--------

Mr. Crabtree received a B.A. in Communication in 1999 from the University of South Florida. Since 2011, he has been Assistant Women's Golf Coach at Texas A&M University.

Mr. Christopher Crouch Associate Director of Admissions – Marketing and Instructor	\$55,000	7/10/13	12 mos
--	----------	---------	--------

Mr. Crouch received an M.S. in Health and Physical Education with an emphasis in Sports Management in 2005 from Old Dominion University and a B.S. in Health and Physical Education with an emphasis in Sports Management from Lock Haven University of Pennsylvania in 2003. Since 2010, he has been Director of Football Operations at Old Dominion University.

Ms. Dominique Footes Admissions Counselor and Assistant Instructor	\$35,000	7/10/13	12 mos
--	----------	---------	--------

Ms. Footes received a B.A. in 2008 from the University of Maryland, College Park and is pursuing a Master of Public Administration at the University of Baltimore. She has been Summer Program Coordinator for the National Young Leaders Conference for the summer of 2011 and 2012. Previously, Ms. Footes was a Graduate Advisor in University College at the University of Maryland.

Mr. Rick French Associate Athletic Director for Operations and Instructor	\$60,000	8/10/13	12 mos
---	----------	---------	--------

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

Mr. Grant A. Gardner Assistant Director for Athletic Communications and Instructor	\$37,000	8/10/13	12 mos
--	----------	---------	--------

Mr. Gardner received an M.S.Ed. and a B.S. in Physical Education, Sports Management, in 2012 and 2011 respectively, from Old Dominion University. Since 2012, he has been an Assistant/Intern for Sports Information and Communications at Old Dominion University.

Mr. Michael A. Gibbs Academic Compliance Coordinator and Instructor	\$40,000	8/10/13	12 mos
---	----------	---------	--------

Mr. Gibbs received an M.S.Ed. in Sport Management in 2013 from Old Dominion University and a B.S. in Sport Management and a B.S. in Kinesiology in 2011 from the University of Southern Indiana. Since 2001, he has been a Compliance Assistant at Old Dominion University.

Ms. Latascia M. Hamilton Case Manager and Instructor	\$40,000	7/25/13	12 mos
--	----------	---------	--------

Ms. Hamilton received

Mr. Robert Hoffman  
Site Director, Olympic College  
and Instructor

\$60,000

9/10/13

12 mos

Mr. Hoffman received an M.B.A. in 1996 from Oklahoma City University and a B.A. in

she has been Associate Director of Residence Life at Arkansas State University.

Mr. Timothy W. Kovacs Assistant Recruiting Coordinator, Athletics and Assistant Instructor	\$30,000	7/10/13	12 mos
--	----------	---------	--------

Mr. Kovacs received a B.S. in Sport Management in 2001 from Old Dominion University. Since 2011, he has been Recruiting and Operations Intern and Associate Director of Residence Life at Arkansas State University.

1999 respectively, from the University of Louisiana. Since 2011, she has been an Assistant Professor of Counseling and Human Services at Old Dominion University.

Mr. James Lewing



Mr. Alexander J. Parr Associate Director of Sports Performance and Instructor	\$53,000	8/10/13	12 mos
---	----------	---------	--------

Mr. Parr received an M.S. in Exercise Science in 2008 from The George Washington University and a B.S. in Finance in 2006 from the University of Maryland. Since 2011, he has been Assistant Strength and Conditioning Coach at the University of Miami.

Ms. Trina Patterson Assistant Women's Basketball Coach and Instructor	\$85,000	6/25/13	12 mos
---	----------	---------	--------

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

Ms. Sharon B. Pitney International Student Advisor and Instructor	\$35,000	6/10/13	12 mos
---	----------	---------	--------

Ms. Pitney received an M.A. in Education from The College of New Jersey in 2011 and a B.S. in Management from the University of Maryland in 1994. Since 2012, she has been the Interim International Student Advisor at Old Dominion University.

Mr. Eric R. Potter Assistant Sports Performance Coach and Assistant Instructor	\$35,000	8/10/13	12 mos
--	----------	---------	--------

Mr. Potter received a B.S. in Kinesiology from the University of Maryland. Since 2013, he has been Interim Strength and Conditioning Coach at Old Dominion University.

Ms. Taia L. C. Reid Assistant Director Peer Educator Program	\$40,000	11/10/13	12 mos
--	----------	----------	--------

Ms. Reid received an M.S.Ed. in Higher Education Administration in 2013 from Old Dominion University and a B.S. in Business Administration in 2010 from Saint Augustine's College. Since 2012, she has been the Higher Education Research and Teaching Assistant for the Peer Educator Program and an Academic Coach and Mentor at Old Dominion University.

Ms. Shannon E. Roberts Athletic Academic Advisor and Instructor	\$39,000	8/10/13	12 mos
---	----------	---------	--------

Ms. Roberts received an M.Ed. in Sport Leadership in 2012 from Virginia Commonwealth University and a B.S. in Sport Management in 2011 from West Virginia University. Since 2012, she has been an Assistant Academic Coordinator at North Carolina State University.

Ms. Jasmyne Rogers Residence Hall Director and Instructor	\$32,000	8/10/13	12 mos
---	----------	---------	--------

Ms. Rogers received an M.A. in International Studies in 2013 from Old Dominion University and a B.A. in International Affairs in 2011 from James Madison University. Since 2012, she has been a Graduate Residence Hall Director at Old Dominion University.

Ms. September Sanderlin Vice President for Human Resources and Instructor	\$155,000	6/10/13	12 mos
---	-----------	---------	--------

Ms. Sanderlin received an M.S. in Occupational and Technical Studies from Old Dominion University and a B.A. in Sociology from Mary Baldwin College. Since 2011, she has been Acting Vice President for Human Resources and has held positions as Director and Associate Director of Human Resources and Training Manager at Old Dominion University since 1999.

Ms. Kristen B. Simpson Assistant Women's Golf Coach and Instructor	\$28,000	8/25/13	12 mos
--	----------	---------	--------

Ms. Simpson received an M.Ed. and a B.A. in Economics, in 2009 and 2008 respectively, from the University of Virginia. Since 2011, she has been a Coaching Assistant for both Men's and Women's Golf at Old Dominion University.

Mr. Joshua R. Smith Assistant Director of Compliance and Assistant Professor	\$45,000	8/5/13	12 mos
--	----------	--------	--------

Mr. Smith received a J.D. in 2010 from the University of Toledo College of Law and a Master of Education in Sport Administration and a B.S. in Sport Management, in 2012 and 2004 respectively, from Bowling Green State University. Since 2011, he has been Compliance Coordinator at Southeastern Louisiana University.



Ms. Lynn C. Smith  
Senior EO Officer  
and Assistant Instructor

\$48,000

7/1/13

6 mos

Ms. Smith received a B.S. in Communication Disorders from Hampton University. Since 2012, she has been EO Analyst and Assistant to the Assistant Vice President for



September 26, 2013

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

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

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

**NUMBER:** 1408

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

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

Posthumous Degree - When a student has completed all degree requirements but dies before graduation, the University may award~~s~~ the degree posthumously.

Certificate of Recognition - In those instances when a student who is close to completing a degree is terminally ill or dies before completing the degree, the University may award a Certificate of Recognition. The following criteria must be met for receiving the Certificate of Recognition. Any exceptions must be approved by the Provost and Vice President for Academic Affairs President.

#### Undergraduate Students

1. The student must have completed at least 90 hours of college credit with at least 30 hours at ODU.
2. The student must have completed 75% of the credit hours required for the major.
3. The student must be in good academic (2.00 GPA) and disciplinary standing.
4. The student must be enrolled at ODU at the time of death or diagnosis of terminal illness.
5. The dean of the appropriate college recommends the award of the certificate.

- ~~4. The certificate may be recommended by a faculty member or at the request of others, but the next of kin must approve.~~
- ~~5. The president or delegate will communicate with the next of kin.~~
- ~~6. The certificate will be presented only to the next of kin or their delegate.~~

#### Procedures

Procedures for the award of a posthumous degree, Certificate of Achievement, or Certificate of Recognition are as follows:

1. The University Registrar normally identifies the student for the degree or certificate and

September 26, 2013

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

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

Rationale: The establishment of policy 1410 on Academic Rank and Criteria for Ranks is the result of a recommendation from the Faculty Senate that existing policy

**NUMBER:** 1410

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

**APPROVED:**

I. Board of Visitors ~~Definition of~~ Policy and Criteria for Academic Rank (Tenure-track Faculty)

A. Full-time faculty members holding the following academic ranks are eligible to be considered for tenure after a suitable probationary period, and ~~only~~ time at Old Dominion University in these ranks is counted toward the probationary period unless procedures for reduction in the probationary period are followed (see Policy on Initial Appointment of Teaching and Research Faculty).

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

a. Professors are teacher-scholars of genuinely national standing who have made recognized contributions to the University and to their disciplines. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding research and scholarly activity in their fields of specialization, and to have been pre-eminent in professional

- A. Full-time faculty members holding the following ranks are not eligible for tenure, but time at Old Dominion University in these ranks ~~is~~ may be counted as part of the probationary period for tenure, except as noted in paragraph 1.a. below.
1. Instructor - Appointment to the rank of instructor is based on evidence of promise in teaching. Instructors normally hold master's degrees in their



the rank of instructor. Such faculty members are eligible for promotion to the rank of assistant professor after two years in the instructor's rank on the recommendation of the chair and dean and on the approval of the provost and vice president for academic affairs. In exceptional cases, where professional experience is clearly demonstrated, the requirement of prior experience may be waived with the approval of the chair, dean, and provost and vice president for academic affairs. ~~This type of instructor can be appointed only in academic fields in which the provost and vice president for academic affairs has previously approved such appointments on the recommendation of the chair and dean concerned. At present, instructors of this type are employed in the areas of applied music, dance, dental hygiene, engineering technology, nursing, physical therapy, and studio art.~~

2. The following full-time academic ranks do not carry tenure, but if a faculty member who has held one of these ranks is subsequently appointed to a ~~tenurable~~ tenure-track position as described in section I.A., time spent at Old Dominion University in one of these ranks may be counted as part of the probationary period for tenure.
  - a. Visiting professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of a full professor are required.
  - b. Visiting associate professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an associate professor are required.
  - c. Visiting assistant professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an assistant professor are required.
3. The following academic ranks do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. ~~These ranks are intended to meet the university's need to fill special instructional roles which differ from the traditional university faculty role, preparation, and expectation. All appointments and reappointments are contingent upon available funding.~~
  - a. Assistant instructor - This is a full-time rank requiring at least a bachelor's degree in the area of specialization. Except under

unusual circumstances, assistant instructors do not teach courses carrying degree credits.

- b. Lecturer - This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required.
- c. Senior lecturer - This is a full-time rank ~~which~~ that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.
- d. Faculty of Practice - Faculty of practice are appointed at the rank of professor, associate professor, or assistant professor. Such appointments are generally made for a specified term and do not lead to tenure or promotion during the specified term. A faculty of practice appointment may be for a term of one to three years and may be renewable under exceptional circumstances. Faculty members in such positions may be employed to work on a specific project or series of projects that could involve teaching, research or service or some combination of these activities. If used in teaching, they need to meet all university credential requirements. Employment of such faculty in project-related positions may be limited by the funds available. Faculty of practice may serve on some ~~u~~University-wide committees and, depending on college and department policies, may serve on some department and college committees. They cannot vote on appointments, retention, promotion, or tenure of faculty. Initial appointment or reappointment of faculty of practice must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. A tenure-track faculty member who is denied tenure shall not be eligible for a faculty of practice appointment for five years after being denied tenure. Faculty of practice appointments should not exceed 10% of the total number of tenured/tenure-track positions in a college.
- e. Intercollegiate coach - This is a full-time rank normally requiring a master's degree and a record of demonstrated performance in the area of specialization. Persons holding this rank devote half time or less to the instruction of credit students. These positions are normally funded from both Commonwealth and non-Commonwealth sources.



~~graduate certification review as required of tenured and tenure-track faculty members.~~

2. ~~Research associate professor - This position has the same credentials and expectations characteristics as that of research professor except that designation at this rank must also those holding it meet the research criteria for appointment to the rank of associate professor in the department(s) to which the research associate professor is they are attached. Personnel with the title of research associate professor may chair doctoral and master's committees provided they are certified as graduate faculty. Research personnel are subject to all university, college and department policies and procedures governing graduate teaching, program implementation, and oversight of~~

allowed. In general, these positions are funded through non-Commonwealth funds.

h. Adjunct Faculty

1. Adjunct professor -

September 26, 2013

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

RESOLVED that, upon the recommendation of the Academic and Research  
Advancement Committee, the Board of Visitors approves the establishment of the policy  
on

**NUMBER:** 1417

**TITLE:** Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers

**APPROVAL:**

The academic ranks of lecturer and senior lecturer do not carry tenure, and time at Old Dominion University in these ranks is not intended as part of the preparation for a master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation

- a. Persons initially appointed at the rank of lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on "Reappointment or Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service, persons holding this rank will receive a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities, as well as the needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for academic affairs following completion of the review at the college level.
- b. If the evaluation is positive and the dean's recommendation on retention is

## 2. Promotion

Promotion to the rank of senior lecturer from the rank of lecturer shall be upon the recommendation of the department promotion and tenure committee, chair, and college promotion and tenure committee to the dean of the college.

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

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

### 1. Evaluation

- a. Persons initially appointed at the rank of senior lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on the "Reappointment or Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service,





September 26, 2013

## APPROVAL OF THE PROPOSED NEW POLICY ON PROMOTION IN RANK

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

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

- The statement regarding additional documentation that may be added to the promotion portfolio in case of material developments (section II.D. 8.) has been revised to specify that the additional information may be added as long as the evaluation process has not been concluded.
- The date for faculty to correct any misinformation in their promotion files (section II.N.) has been revised so that the date is prior to the date of the Provost's decision regarding promotion.
- A new section has been added (section III.) regarding the process for promotion of research associate and assistant professors, which was not addressed in the current policy. The proposed process mirrors the tenure and promotion processes, which include the department, department chair, college promotion and tenure committee, dean, University promotion and tenure committee, and provost, as well as external reviews. The new section also addresses the promotion of those research faculty who only have appointments in one of the University-level research centers.

**NUMBER:** 1412

**TITLE:**

academic affairs decides against promotion, the faculty member may request a review by the president. The decision of the president is final.

## II. Procedures for Promotion in Rank

- A. These procedures apply to promotion to the rank of full professor. ~~(In the case of those faculty members who held tenure and the rank of assistant professor in June 1982, these procedures also apply to promotion to the rank of associate professor. Otherwise, promotion to the rank of associate professor is part of the tenure consideration and is dealt with in accordance with the policy concerning tenure.)~~ Promotion to the rank of assistant professor is made by the provost and vice president for academic affairs following recommendation by the chair and dean. These procedures are designed to implement the Board of Visitors policy concerning promotion. The board policy is 3(ni)-2(ng pr)3(om)-2(ot).s02Tc 0 TwBDC -6 -1. /TT0 1 Tf -0.

faculty member's research and scholarly activity by nationally recognized

dean.

5. External reviewers will be asked to evaluate all submitted material mailed to them. Candidates for promotion are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
  6. All candidates for promotion will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidate.
  7. The ~~u~~University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
- D. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above:<sup>1</sup> Only faculty holding the rank of professor are eligible to vote on candidates for promotion to professor.
1. In the case of large departments, the faculty members in the rank being considered or above may select a committee from their ranks to consider and make recommendations concerning promotion. In that case, it is the responsibility of the committee to elicit opinions from all faculty members holding the rank considered or above.
  2. In departments where fewer than three members hold appointments in the rank being considered or above, the dean, in consultation with the chair, will appoint enough additional faculty in the rank or above from other disciplines to form a committee of at least three.
  3. Candidates for promotion should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
  4. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of either the departmental, college, or University Promotion and Tenure Committee.

5. The college committees shall consist of one tenured faculty member from each department in the college. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. There should be at least three professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.
  
6. The University Promotion and Tenure Committee shall consist of one tenured faculty professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair.<sup>2</sup> 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.

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



1. promotion
  2. deferral
- K. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.
- L. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.
- M. All promotions are reported by the president to the Board of Visitors.
- N. Copies of the recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for promotion. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her promotion file at any stage, or up until ~~May~~ April 1 to the Provost. (~~February 1 for faculty hired mid-year~~).
- O. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.

### III. Research Faculty

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

recognized experts in the faculty member's field; procedures for the external review process can be found in section II.C. of this policy.

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

- IV. Part-time instructional faculty may be promoted in rank (for example, from

September 26, 2013

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON TENURE

RESOLVED that, upon the recommendation of the Academic and Research

**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; Revised June 14, 2012

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

II. Eligibility for Tenure

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

B. 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.

C. 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



4. The request shall be made no later than one year from the first day of the serious event.
  5. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.
  6. Faculty who are awarded this exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
  7. Work accomplished during the excluded period may be cited in the tenure case.
  8. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.
  9. Decisions will be made within 60 days of the receipt of the faculty member's request by the department chair.
  10. The decision of the provost and vice president for academic affairs is final.
- D. The maximum length of the probationary period is seven academic years. The faculty member is informed of the decision of the provost and vice president for academic affairs on tenure by April 30 ~~15~~ of the sixth year of probationary service. The faculty member will receive either a tenure contract or a terminal contract in the seventh year.
- E. The length of the probationary period may be reduced in any of the following instances:
1. A faculty member who has full-time teaching experience at the rank of instructor or above at another collegiate institution, or at Old Dominion University prior to a break in service, may have the probationary period reduced by either one or two years. If the probationary period is to be reduced, the reduction must be recommended by the chair and dean and approved by the provost and vice president for academic affairs at the time of the request.

Board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.

3. A faculty member initially appointed to the rank of associate professor may be notified of a tenure decision by April ~~30~~ 15 of the fourth year of service. If tenure is approved, a tenure contract will be offered for the fifth year. In addition, the probationary period for an associate professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.
4. The probationary period for tenure may be shortened in the case of exceptional merit and performance. It is the sense of the Board of Visitors that this procedure be followed only in the case of demonstrably exceptional faculty.

#### IV. Criteria for the Award of Tenure

- A. The following criteria are used in the evaluation of every candidate for tenure. Each faculty committee and administrator considering a tenure case must specifically address each of these criteria as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. Committee votes must be recorded in the recommendations. In cases in which a vote is not unanimous, reasons for negative votes must be included.
- B. Criteria to be used are as follows:
  1. Since tenure may be awarded only to faculty members who hold the rank of associate or full professor or who are being simultaneously appointed to one of those ranks, any faculty member awarded tenure must meet the minimum requirements for the rank of associate professor.
  2. Merit - Merit of the faculty member in teaching, research and service over the entire probationary period and the contributions made by the faculty member in these areas to the University. (For definition of teaching, research, and service and a discussion of methods of evaluation, see policies and procedures concerning evaluation of faculty members,





- 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 departew3va8.47 ( )Tj EMC /P <</MCI

reviewers chosen prior to initiating the review process. As a general rule, external reviewers should not be co-authors or former mentors of the candidate. The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for tenure.

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

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

t(ai)-6(r)-1 Td [(ni)2(8i)-6p .

member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. There should be at least three professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

5. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair.<sup>ii</sup> No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.
- D. The committee or group of tenured faculty makes its recommendations to the chair. All committee members should vote yes or no. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.
  - E. If either the tenured faculty (or their committee), or the chair, or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. All committee members should vote yes or no.
  - F. If neither the departmental committee nor the chair recommends tenure for the faculty member, tenure is not granted in the ensuing year. If the faculty m(o)-4(n)-4( )-10(a(m)



member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure file at any stage, or up until ~~May~~ March 1 to the Provost (~~February 1~~ November 22 for faculty hired mid-year).

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

---

<sup>i</sup>See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

<sup>ii</sup>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 months or parts of a year.

September

## Evaluation of Faculty

### I. Board of Visitors Policy

- A. ~~A regular review~~ An annual evaluation of the performance of all faculty members will be conducted in order that they may receive full credit and review for their contributions to the University and to their disciplines. The three criteria on which this evaluation will be based are teaching, research, and service.
- B. The initial responsibility for evaluation of faculty performance rests with the chair, on the basis of evidence supplied by the faculty member or collected elsewhere. The faculty member shall be given a copy of the chair's evaluation and may submit comments. Both the chair's evaluation and the faculty member's comments are submitted to the dean, who has the final responsibility for evaluation of faculty. A copy of the dean's

performance of the ~~tenured~~ faculty member during the previous year (see section II.B.1 G), so that a clear picture of positive contributions and any deficiencies will emerge. An in-depth evaluation will be conducted if requested by the faculty member, the chair, or the dean. In no case will a faculty member be considered for promotion or other major personnel decision (~~such as designation as an eminent scholar~~) unless an in-depth evaluation, as described in the policies on Evaluation of Teaching, Evaluation of Scholarly Activity and Research, and Evaluation of Service, ~~as described in paragraph E or K,~~ has been conducted in the previous twelve months.

3. H. The dean evaluates in writing the performance of the faculty member by either:

1.a. endorsing the evaluation of the chair; or

2.b. indicating in writing that the dean's evaluation differs from that of the chair.



1. ~~E.~~ All faculty members will be evaluated on the basis of teaching, research, and service. The weighting of these three areas will vary from one faculty

Community engagement in religious, political, or social organizations

September 26, 2013