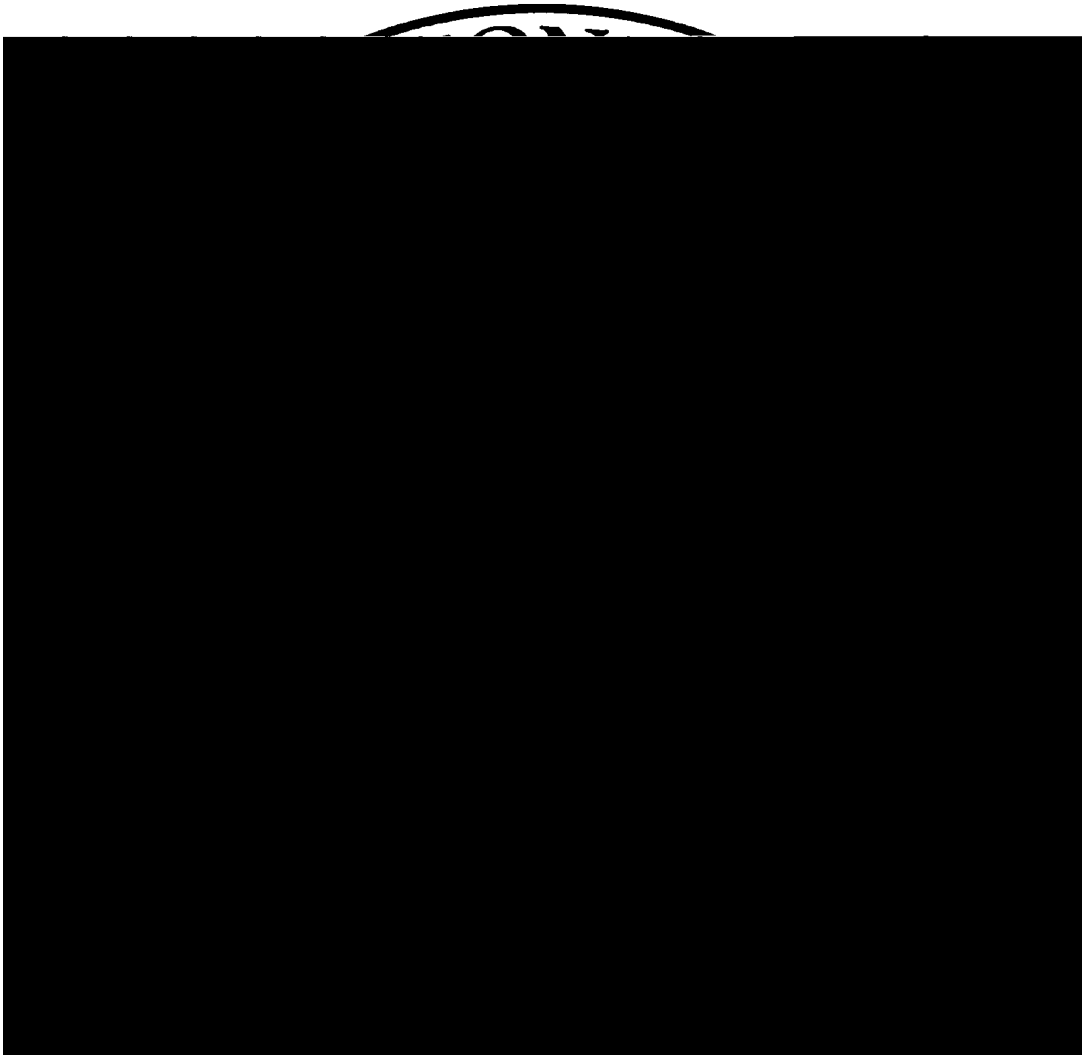


AGENDA



Old Dominion University
Board of Visitors
June 9, 2016

Regular Agenda

4. [Approval to Rename the Department of Foreign Languages and Literatures the Department of World Languages and Cultures \(p. 12\)](#)
5. [Proposed Revision to the Policy on Academic Rank and Criteria for Ranks \(pp. 13-19\)](#)
6. [Proposed Revisions to the Policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers \(pp. 20-24\)](#)
7. [Proposed Revisions to the Policy on Tenure \(pp. 25-34\)](#)
8. [Proposed Revisions to the Policy on Promotion in Rank \(pp. 35-42\)](#)

C. Administration and Finance Committee
Robert Tata, Chair

D. Student Enhancement & Engagement Committee
Lisa Smith, Chair

E. University Advancement Committee
Frank Reidy, Chair

IX. Election of Nominating Committee
Ronald C. Ripley, Rector

X. Motion for Closed Session
Mary Maniscalco-Theberge, Secretary

XI. Reconvene in Open Session and FOIA Certification
Ronald C. Ripley, Rector

XII. Report of the Presidential Evaluation and Compensation Committee
Ronald C. Ripley, Rector

XIII. Old/Unfinished Business
Ronald C. Ripley, Rector

XIV. New Business
Ronald C. Ripley, Rector

XV. Adjournment
Ronald C. Ripley, Rector

APPOINTMENT OF FACULTY MEMBER WITH TENURE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Dr. Stephanie G. Adams as Dean of the Frank Batten College of Engineering and Technology and Professor of Engineering Management and Systems Engineering with the award of tenure in the Department of Engineering Management and Systems Engineering, effective July 10, 2016.

Salary: \$270,000 for 12 months
Rank: Dean of the Frank Batten College of Engineering and Technology and Professor of Engineering Management and Systems Engineering

The following contains my recommendation for the initial appointment with tenure of Dr. Stephanie G. Adams as Professor in the Department of Engineering Management and Systems Engineering in the Batten College of Engineering and Technology. Dr. Adams received her Ph.D. in 1998 in Mechanical Engineering from Texas A&M University. She was an Assistant Professor of Industrial and Management Systems Engineering at the University of Nebraska at Lincoln, Nebraska (1998-2004) and Associate Professor (2004-2008) at the same institution. After three years' service (with tenure) as Associate Professor of Mechanical Engineering at Virginia Commonwealth University (2008-2011) she served as Professor of the Department of Engineering Education at Virginia Polytechnic Institute and State University (Virginia Tech) (2011-2016).

Among the administrative responsibilities held by Dr. Adams are the following assignments: Interim Associate Dean and Special Assistant to the Dean (2002-2004),

journal publications, 33 refereed conference proceedings publications, 5 book chapters and two co-authored books. She received an NSF CAREER Award in 2004. She has been PI or Co-Pi for grants worth over \$12 million. She has participated and held office at the national level in professional organizations and was Program Officer of the Division of Engineering Education and Centers of the National Science Foundation for two years (2005-2007).

Recommendations in support of tenure at the rank of Professor with tenure for Dr. Adams were received from the departmental, college, and university promotion and tenure committees, as well as from the department's chair and the college dean. Tenure is recommended unanimously by the Promotion and Tenure Committee of the Department of Engineering Management and Systems Engineering (8-0), the Chair of the Department of Engineering Management and Systems Engineering, the Promotion and Tenure Committee of the Batten College of Engineering and Technology (5 for and 0 against with no abstentions), the Dean of the College, and the University Promotion and Tenure Committee (6-0). Based on my independent evaluation of the materials submitted, including the above recommendations, it is my judgment that Dr. Adams easily meets the standards for tenure at the rank of Professor in the Department of Engineering Management and Systems Engineering at Old Dominion University.

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>
Mr. Peter M. Adams Lecturer of English	\$43,000	7/25/16	10 mos

Mr. Adams received an M.A. in Mass Communications/Journalism from the University of Georgia and a B.A. in Communications from Fordham University. Previously he was an English Instructor for Norfolk Public Schools at Booker T. Washington High School and an Adjunct Faculty member at Old Dominion University.

Dr. Sanjeevi Chitikeshi Assistant Professor of Engineering Technology (Tenure Track)	\$74,000	7/25/16	10 mos
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Dr. Chitikeshi received a Ph.D. and a Master's in Electrical and Computer Engineering from Southern Illinois University, a Master's in Mathematics and Statistics from Murray State University and a Bachelor's in Electrical and Electronics Engineering from Jawaharlal Nehru Technological University, India. Previously he was an Assistant Professor in the Institute of Engineering Department at Murray State University.

Dr. Caitlin V. M. Cornelius Post-Doctoral Research Associate, Virginia Modeling, Analysis & Simulation Center	\$50,000	7/10/16	12 mos
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Dr. Cornelius received a Ph.D. in Criminology from Old Dominion University, an M.A. in Criminal Justice from the University of Toledo, and a B.A. in Political Science from Salisbury University. Previously she was an Adjunct Instructor at Old Dominion University.

Dr. Jeffrey DiScala Assistant Professor of Teaching and Learning (Tenure Track)	\$61,000	7/25/16	10 mos
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Dr. DiScala received a Ph.D. in Information Studies and an M.L.S. in School Library Specialization from the University of Maryland and a B.A. in Psychology from the University of Illinois, Urbana-Champaign. Previously he was a Lecturer in the College of Information Studies at the University of Maryland.

Name and Rank

Salary

Effective
Date

Term

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Zhanping Liu Assistant Professor of Modeling, Simulation and Visualization Engineering (Tenure Track)	\$82,000	7/25/16	10 mos

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Eric Schussler Instructor of Physical Therapy and Athletic Training (Tenure Track)	\$75,000	7/25/16	10 mos

Mr. Schussler received a Masters of Physical Therapy and a B.A. in Psychology from Gannon University and is expected to receive a Ph.D. in Health and Rehabilitation Sciences from The Ohio State University. Previously he was a Teaching Assistant in the School of Health and Rehabilitation Sciences at The Ohio State University. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by August 1, 2016)

Ms. Alison E. Stinely Assistant Professor of Art (Tenure Track)	\$54,000	7/25/16	10 mos
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Ms. Stinely received an M.F.A. in Painting from Indiana University and a B.F.A. in Painting from Edinboro University of Pennsylvania. Previously she was an Instructor at Edinboro University of Pennsylvania and an Instructor at Jamestown Community College.

Mr. Matthew R. Twiford Lecturer of Music	\$42,000	7/25/16	10 mos
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Mr. Twiford received a Master of Arts in Audio Technology from American University and a Bachelor of Science in Music Production from Full Sail University. Previously he was an Adjunct Professor and Teaching Assistant at American University.

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>	Effective <u>Date</u>	<u>Term</u>
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<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Junfang Zhang Head of Systems Development University Libraries	\$75,000	7/25/16	12 mos

Ms. Zhang received a Certificate of Advanced Studies in Library and Information Science from the University of Illinois at Urbana

APPROVAL TO RENAME THE DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES THE DEPARTMENT OF WORLD LANGUAGES AND CULTURES

RESOLVED, that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves renaming the Department of Foreign Languages and Literatures the Department of World Languages and Cultures effective July 1, 2016.

Rationale: The current name of the department does not accurately reflect the present-day field of teaching language skills and in-depth cultural understanding. The proposed new name is more precise in representing both the pedagogical approach embraced by the faculty—teaching both literary and cultural works—and their scholarly research of a variety of cultural texts. The new name

**APPROVAL OF PROPOSED REVISION TO THE 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 proposed revision to the policy on Academic Rank and Criteria for Ranks effective July 1, 2016.

Rationale: The revision proposed to the policy on Academic Rank and Criteria for Ranks would create a new Master Lecturer rank for non-tenure track faculty. The proposal for the new rank was developed initially by a faculty committee.

The Master Lecturer rank aligns with the current definitions used for Lecturer and Senior Lecturer

particular need in a college or department. Credentials equal to those required of an assistant professor are required.

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

APPROVAL OF PROPOSED REVISIONS TO THE 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 proposed revisions to the policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers effective July 1, 2016.

Rationale: The revisions to the policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers provide a description of the proposed new rank of Master Lecturer. Information has been added to the policy to address the qualifications for Master Lecturer, the process for promotion from Senior Lecturer to Master Lecturer, and the evaluation process.

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provost and vice president for academic affairs following completion of the review at the college level.

- b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual may be offered an appointment for the next three academic years. Those persons who are reappointed in this manner shall be subject to another in-depth review conducted by the dean during the fall semester of the third year of the reappointment. Lecturers may be reappointed for additional three-year periods by utilizing the same procedure as described above.
- c. If the decision is made not to retain the lecturer, either after the fifth year of initial service or subsequent three-year appointments, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.

2. Promotion **from Lecturer to Senior Lecturer**

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.

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2. Promotion from Senior Lecturer to Master Lecturer

Promotion to the rank of master lecturer from the rank of senior 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 following criteria: 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

addition, during the fall semester of the fifth year of service, persons holding this rank will receive a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities as well as needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for

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, 2016.

- 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.

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- 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

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

- b. External reviewers will be asked to evaluate all submitted material mailed to them. In the case of the arts, reviewers may be asked to consider works of art or performances. External rmances. sm1ogi(2)63

deliberations and make recommendations to the chair. In this case, the entire full-

- E. If either the tenured faculty (or their committee), or the chair, or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. ~~The committee or group of tenured faculty makes its recommendations to the chair.~~ In cases of a non-unanimous vote, a summary of minority opinion must be included. All committee members should vote yes or no. **A copy of the recommendation letter will be sent to the faculty member by the chair of the committee.** ~~Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.~~
- F. If neither the departmental committee nor the chair recommends tenure for the faculty member, tenure is not granted in the ensuing year. The

academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.

- J. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case by April 30 (mid-December for mid-year tenure candidates) of the year in which it is being taken up. Upon approval of the Board of Visitors, the faculty member is offered a tenure contract for the coming year.
- K. If the determination of the provost and vice president for academic affairs is against tenure, the faculty member is notified by April 30 (mid-December for mid-year tenure candidates) that a terminal contract will be offered for the ensuing year.
- L. The faculty member may request, within two weeks, that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review within one month. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee within two weeks. (Refer to the policy on Communications With the Board of Visitors for procedural information.) The decision of the Board of Visitors or its designated committee is final.
- M. Copies of the 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).
- 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.

2. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.
- D. The president, upon the recommendation of the Faculty Senate, shall establish procedures for consideration of promotion to the rank of full professor (and

evidence should address the quality of the journals and the reputation of book and other such publishers.

- C. In the case of promotion to full professor, external evaluation of the faculty member's research and scholarly activity by nationally recognized experts in the field of specialization will be required.
1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair. In promotion of department chairs, the responsibility belongs to the dean.
 2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair will provide the list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. As a general rule, external reviewers should not be co-authors or former mentors of the candidate. The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for promotion.
 3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair but prepared by the provost and vice president for academic affairs in consultation with the deans and a copy of the policy on external reviews so their responsibilities will be clear.
 4. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For promotion of department chairs, the responsibility belongs to the dean.
 5. External reviewers will be asked to evaluate all submitted material mailed to them. Candidates for promotion are responsible for the preparation of the

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

III. Research Faculty

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