

I. Approval of Minutes of the December 4, 2014 Meeting

The minutes of the December 4, 2014

IV. Reconvene in Open Session and Vote on Resolutions

V. Consent Agenda

Included in the consent agenda materials are resolutions recommending 15 faculty appointments, 27 administrative appointments, and four emeritus appointments.

VI. Regular Agenda

The regular agenda includes proposed revisions to the policy on Initial Appointment of Teaching and Research Faculty, proposed revisions to the policy on Tenure, and proposed revisions to the policy on Faculty Grievance Committee and Hearing Panels: Composition and Procedures (version showing changes and clean version both included).

VII. Information Items

Information items include the report on Promotions in Academic Rank Effective for 2015-16, the report from the]TJ 0 Tc 0 Tw [(R)Tw [(R)4V-2(he8)-3(e)1(JTJ 0 Tc3(e)1(JTJ 0 Tc 0)Tj [., i,-2((t)-2(on 1)]

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE
APRIL 23, 2015
AGENDA

9:30-11:00 a.m. – River Rooms, Webb Center

- I. APPROVAL OF THE MINUTES OF DECEMBER 4, 2014
- II. TENURE POLICIES AND PROCEDURES
 - A. Summary of Policies and Procedures on Tenure (p. 4-5)
 - B. Tenure Continuum (p. 6)
 - C. Percentage of Tenured Instructional Faculty Within the Six Academic Colleges for Academic Year 2014-15 (p. 7)
 - D. Ethnicity and Gender of Instructional Faculty within the Six Academic Colleges for Academic Year 2014-15 and 2013-14 (p. 8-9)
 - E. Instructional Faculty Tenure Trends 2006-2015 (see attachment, p. 10)
 - F. Percentage of Tenured Faculty at Doctoral Institutions in Virginia (p. 11)
- III. CLOSED SESSION
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SUMMARY OF POLICIES AND PROCEDURES ON TENURE

1. Purpose of tenure

To protect academic freedom

To retain a permanent faculty of distinction in order to carry out the University's mission

To recognize the performance of faculty who have given years of dedicated service to the University

Tenure is awarded only after a suitable probationary period, normally six years.

The decision to award tenure is based both on the merit of the individual faculty member in teaching, research and service and on the long-term needs and mission of the department, the college and the University.

2. Criteria for the award of tenure

Tenure may be awarded only to faculty who hold the rank of associate or full professor or who are being simultaneously appointed or promoted to one of those ranks. The minimum requirements for Associate Professor are:

Established high quality of performance in teaching, research, and service and pre-eminence in at least one of those areas.

Except under the most unusual circumstances, the highest terminal degree normally attainable in the field is required.

No faculty can be awarded tenure unless the minimum requirements for Associate Professor are met.

External evaluation of the quality of the faculty member's research performance is required from nationally recognized experts in the faculty member's field. Research and scholarly performance measures include, but are not limited to: peer reviewed publications, citation index statistics, books published, scholarly articles contributed, conference proceedings, research grants applied for and obtained, invited exhibitions, performances.

Convincing evidence of effective teaching is obtained using a combination of: student evaluations; teaching portfolio; peer evaluations; and the chair's assessment of teaching effectiveness. Use of alternative course delivery modes and/or development of new course materials is considered positively.

Evidence of high quality service includes participation on departmental or university-level committees, contributions to the faculty member's professional organizations; and outreach to the community.

The determined long-term needs of the Department, College and University are also taken into consideration in the awarding of tenure.

3. Review process

Tenured faculty in the department
Department chair
College tenure committee
Dean of the college
University Promotion and Tenure Committee
Provost
President
Board of Visitors

4. Appeals

If neither the departmental committee nor the chair recommends tenure, the faculty member may request further review by the College Promotion and Tenure Committee and the Dean. If either the decision of the College Committee or the Dean is positive, the faculty member's case is considered. If both decisions are negative, the faculty member may request a further review by the Provost, who makes a final determination concerning further consideration of tenure.

The faculty member may request that the President review a negative decision of the Provost. If the President upholds the decision of the Provost, the faculty member may request a further review by the Board of Visitors or the Academic and Research Advancement Committee. The decision of the Board or the Committee is final.

**PERCENTAGE OF TENURED INSTRUCTIONAL FACULTY *
WITHIN THE SIX ACADEMIC COLLEGES
FOR ACADEMIC YEAR 2014 - 2015**

ETHNICITY AND GENDER OF INSTRUCTIONAL FACULTY WITHIN THE

ETHNICITY AND GENDER OF INSTRUCTIONAL FACULTY WITHIN THE SIX ACADEMIC COLLEGES FOR AY 2013 - 2014 (SPRING SEMESTER)

	TOTAL	% OF FACULTY	TENURED	% OF FACULTY	TENURE ELIGIBLE	% OF FACULTY	NON-ELIGIBLE	% OF FACULTY
WHITE MALE	342	42.64%	214	26.68%	69	8.60%	59	7.36%
WHITE FEMALE	276	34.41%	96	11.97%	52	6.48%	128	15.96%
AFRICAN-AMERICAN MALE	20	2.49%	12	1.50%	6	0.75%	2	0.25%
AFRICAN-AMERICAN FEMALE	29	3.62%	8	1.00%	5	0.62%	16	2.00%
HISPANIC MALE	15	1.87%	6	0.75%	5	0.62%	4	0.50%
HISPANIC FEMALE	9	1.12%	2	0.25%	3	0.37%	4	0.50%
ASIAN MALE	77	9.60%	47	5.86%	24	2.99%	6	0.75%
ASIAN FEMALE	34	4.24%	15	1.87%	15	1.87%	4	0.50%
NATIVE AMERICAN MALE	0	0.00%	0	0.00%	0	0.00%	0	0.00%
NATIVE AMERICAN FEMALE	0	0.00%	0	0.00%	0	0.00%	0	0.00%
TOTALS	802	100%	400	49.88%	179	22.32%	223	27.81%

04/04/2014
DPH

**Instructional Faculty
Tenure Trends 2006 - 2015**

Academic Year	Tenured	Tenure Eligible	Non-Eligible	TOTAL
2006-2007	390	144	157	691
2007-2008	386	149	169	704
2008-2009	365	164	190	719
2009-2010	376	150	184	710
2010-2011	381	167	181	729
2011-2012	385	177	184	746
2012-2013	405	168	191	764
2013-2014	400	179	223	802
2014-2015	417	180	233	830

**Percentage of Tenured Faculty: 2013-14
Doctoral Institutions in Virginia***

	Total Full-Time Faculty	Percentage
College of William and Mary	599	70%
George Mason University	1222	57%
University of Virginia	1066	70%
Virginia Commonwealth University	1147	40%
VPI & SU	1423	62%
Old Dominion University	607	65%

Source: ACADEME: Bulletin of the AAUP (March-April 2014)

*Does not include Lecturers or Research Faculty

April 23, 2015

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>
Ms. Staci Defibaugh Instructor of English Tenure Track	\$60,000	7/25/15	10 mos

Ms. Defibaugh received an M.A. in Linguistics and TESOL in 2010 from Ball State University, a B.A. in English in 2001 from the University of South Carolina and is expected to receive a Ph.D. in Linguistics from the University of Urbana-Champaign. She has been a Visiting Lecturer, Guest Lecturer, Lead Instructor, and Teaching Assistant at the University of Illinois. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by September 1, 2015)

Dr. Christiana Dimitropoulou Research Associate Professor Frank Reidy Research Center for Bioelectrics	\$72,000	2/2/15	12 mos
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Dr. Dimitropoulou received a Ph.D. in 1998 from the Department of Pharmacology at the University of PMedical College of Georgia from 2008- (.80 FTE) (new position)

Ms. Monica C. Esqueda Instructor of Educational Foundations and Leadership Tenure Track	\$62,000	7/25/15	10 mos
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Ms. Esqueda received an M.Ed. in 2009 from the University of Washington, a B.A. in Human Development in 2006 from the University of California, San Diego and is expected to receive a Ph.D. in Urban Education Policy from the University of Southern California. Previously, she was an Adjunct Faculty member in the College of Educational Studies at Chapman University and a Research Associate and Project Coordinator in the Hamovitch Center for Science in the Human Services at the University of Southern California. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by August 1, 2015)

Ms. Michelle Fowler-Amato Instructor of English Tenure Track	\$60,000	7/25/15	10 mos
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Ms. Fowler-Amato received an M.A. in Curriculum and Instruction in 2010 from The University of Texas at Austin, a B.A. in Theatre-English Education in 1998 from the University of Maryland at College Park and is expected to receive a Ph.D. in Curriculum and Instruction from The University of Texas at Austin. Since 2011, she has been an Assistant Instructor in the Department of Curriculum and Instruction at The University of Texas at Austin. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by September 1, 2015)

Mr. Justin A. Haegele Instructor of Human Movement Sciences Tenure Track	\$60,000	7/25/15	10 mos
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Mr. Haegele received an M.S.Ed. and a B.S. in Physical Education, in 2009 and 2007 respectively, from the College at Brockport, State University of New York and is expected to receive a Ph.D. in Adapted Physical Education from The Ohio State University. Since 2013, he has been a Graduate Teaching Associate in the Department of Human Sciences at The Ohio State University. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by August 1, 2015)

Dr. Jingwei Huang Associate Professor of Engineering Management and Systems Engineering Tenure Track	\$87,000	7/25/15	10 mos
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Dr. Huang received a Ph.D. in 2008 in Information Engineering from the University of Toronto, a Ph.D. in 1992 in Systems Engineering from Dalian University of Technology, China and an M.S. and B.S. in Computer Science, in 1986 and 1983 respectively, from Northwestern Polytechnical University, China. Since 2009, he has been a Research Scientist in the Enterprise Integration Laboratory at the University of Toronto and the Information Trust Institute at the University of Illinois at Urbana-Champaign.

Dr. Younghan Jung Assistant Professor of Engineering Technology Tenure Track	\$70,000	12/25/14	10 mos
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Dr. Sara M. Maxwell Assistant Professor of Biological Sciences Tenure Track	\$75,000	12/25/14	10 mos
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Dr. Maxwell received a Doctorate in the Department of Ocean Sciences at the University of California Santa Cruz in 2010 and a B.S. in Wildlife Ecology and Conservation in 2001 from the University of Florida. She currently holds appointments as a Postdoctoral Researcher at Hopkins Marine Station at Stanford University, Visiting Postdoctoral Researcher at NOAA Southwest Fisheries Science Center, Research Fellow at Marine Conservation Institute and Research Associate at the University of California Santa Cruz.

Dr. Olaniyi Olayinka Visiting Assistant Professor Center for Global Health	\$80,000	5/25/15	12 mos
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Dr. Olayinka received an M.P.H. in 2012 from Saint Louis University School of Public Health. Since 2013, she has been an Epidemic Intelligence Service Officer at the National Center for Environmental Health/Agency for Toxic Substance and Disease Registry for the Centers for Disease Control and Prevention. She was also an Associate Professor at Xavier School of Medicine in Aruba.

Ms. Paige O'Shaughnessy Lecturer of Accounting	\$60,000	7/25/15	10 mos
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Ms. O'Shaughnessy received an M.B.A. with a concentration in Accounting in 2004 from Old Dominion University and a B.B.A. in Accounting in 1984 from James Madison University. Since 2014, she has been an Instructor of Accounting at Old Dominion University. She was also an Adjunct Lecturer at Tidewater Community College.

Dr. Vanessa Panfil Assistant Professor of Sociology and Criminal Justice Tenure Track	\$61,000	7/25/15	10 mos
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Dr. Panfil received a Ph.D. and an M.A. in Criminal Justice, in 2013 and 2008 respectively, from The University of Albany (SUNY) and a B.A. in Criminology in 2007 from The Ohio State University. Previously, she was a Post-Doctoral Associate in Gender, Sexuality, and Justice at Rutgers University.

Ms. Alison Reed Instructor of English Tenure Track	\$58,000	7/25/15	10 mos
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Ms. Reed received an M.A. in English in 2011 from the University of California, Santa Barbara, a B.A. in English in 2008 from Occidental College and is expected to receive a Ph.D. in

Ms. Caitlin B. Chandler Executive Director of Marketing and Communications and Assistant Instructor	\$70,000	1/20/15	12 mos
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Ms. Chandler received a B.B.A. in Marketing and Finance in 2007 from Ohio University and is expected to receive an M.B.A. from the University of Massachusetts at Amherst in May 2015. Since 2012, she has been a Digital Marketing Specialist at Dollar Tree, Inc. Prior to that, Ms. Chandler was a Business Development, Trademarks, and Licensing Project Coordinator with Texas A&M University.

Ms. Kimberlie Cochran Community and Student Success Director and Instructor	\$52,000	2/25/15	12 mos
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Ms. Cochran received a Master's of Teaching in Statistics from Virginia Commonwealth University. Most recently, she was employed with Old Dominion University as a Site Director at Fort Lee.

Mr. Cory A. Cottingim International Admissions Advisor and Recruitment Coordinator and Instructor	\$36,400	2/10/15	12 mos
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Mr. Cottingim received an M.A. in International Affairs and a B.A. in International Studies and Spanish Literature from Ohio University. Since 2013, he has been the International Student Coordinator and the International Student Recruiter for Latin America in the Office of International Programs at the University of Northern Iowa.

Mr. Arick Forrest Wide Receivers Coach and Instructor	\$50,000	2/25/15	12 mos
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Mr. Forrest received an M.S.Ed. from Old Dominion University and a B.S. in Sports Industry from The Ohio State University. Since 2012, he has been employed as an Offensive Graduate Assistant with Old Dominion University.

Dr. Barbara Blake Gonzalez Special Research Assistant Center for Economic Analysis and Policy and Assistant Professor	\$60,000	2/25/15	12 mos
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Dr. Gonzalez received an Ed.D. in Higher Education Administration from The George Washington University, an M.A. in International Studies from the University of Leeds, England, and a B.S. in International Business from High Point University. Previously she was an economics faculty member at Tidewater Community College, and she is President of her consulting business, Blake Gonzalez Associates. (new position)

Mr. Michael P. Lawson Assistant Director of Residence Education and Instructor	\$40,000	5/25/15	12 mos
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Mr. Lawson received an M.B.A. and a B.S. in Accounting in 2009 from Long Island University. Since 2013, he has been a Residence Hall Director for the Rogers Complex at Old Dominion University. He was also a Residence Hall Director at Stony Brook University.

Ms. Jacqueline Lewis Instructional Technology Specialist and Instructor	\$55,000	1/25/15	12 mos
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Ms. Lewis received an M.A. in Media and Communications from Norfolk State University. Since 2007, she has been employed with Old Dominion University as a Media Specialist III for Tri-Cities Higher Education Center.

Ms. Melani A. Loney Program Manager, Science and Technology Education Initiatives Center for Educational Partnerships and Instructor	\$65,000	2/10/15	12 mos
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Ms. Loney received an Ed.S. in Administration and Supervision from the University of Virginia in 2006, an M.S.Ed. in Curriculum and Instruction, a B.S. in Secondary Education, and a B.S. in Biology, in 1991, 1988 and 1982 respectively, from Old Dominion University and is pursuing a Doctor of Education in Integrative STEM Education at Virginia Polytechnic Institute and State University. Since 2004, she has been a Science Coordinator for Virginia Beach City Public Schools.

Ms. Kristi M. Mantay Physician Assistant and Instructor	\$73,500	2/10/15	11 mos
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Ms. Mantay received a Master's of Physician Assistant Studies in 2007 from Eastern Virginia Medical School and a B.S. in Biology in 2003 from Old Dominion University. Since 2007, she has been a Physician Assistant at Sentara Family Medicine in Virginia Beach.

Mr. Jared T. Mays Admissions Counselor and Assistant Instructor	\$35,000	1/10/15	12 mos
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Mr. Mays received a B.S. in Communications and Political Science in 2014 from Old Dominion University. From 2012-2014, he served as a Resident Assistant in the Office of Housing and Residence Life at Old Dominion University.

Ms. Nicole Moore Community and Student Success Director and Instructor Distance Learning	\$52,000	3/10/15	12 mos
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Ms. Moore received a Master of Public Administration from the University of Hawaii at Manoa in 2009. Since 2012, she has been employed with Old Dominion University as an Assistant Site Director at Quantico. She has also worked as a Senior Military Admissions Advisor at the University of Phoenix.

Mr. Samuel Perryman Assistant Football Coach and Assistant Instructor	\$50,000	3/10/15	12 mos
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Mr. Perryman received a B.A. in Psychology & Sociology from Lehigh University. He previously served as Cornerbacks Coach/Recruiting Coordinator and Wide Receivers Coach & Video Coordinator at Lenoir Rhyne University.

Mr. Randale Richmond Senior Associate Athletic Director for Compliance and Student-Athlete Welfare and Instructor	\$102,000	2/10/15	12 mos
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Mr. Richmond received an M.S. in Higher Education Administration and Student Personnel. Since 2012, he has served as the Associate Athletic Director, Student–Athlete Services at Kent State University. He also served as the Assistant Athletic Director for Compliance & Eligibility

Instruction in 1995 from Radford University and an M.A. in Education in 1993 from Kherson State Pedagogical University, Ukraine. She has been Director of Institutional Research at Norfolk State University, Director of Assessment and Accreditation at Radford University, and Director of Institutional Research, Planning and Assessment at the University of North Carolina Pembroke.

Ms. Lanah K. Stafford	\$54,000	2/25/15	12 mos
Senior Research Associate for Assessment and Instructor			

Ms. Stafford received an M.A. in Political Science in 2008 from George Mason University and a B.S. in Political Science in 2004 from the University of Wisconsin – Madison. Since 2011,

April 23, 2015

EMERITUS APPOINTMENTS

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the granting of the title of emeritus to the following faculty members. A summary of their accomplishments is included.

<u>Name and Rank</u>	<u>Effective Date</u>
Daniel M. Dauer Eminent Scholar Emeritus and Professor Emeritus of Biological Sciences	June 1, 2015
Robert A. Lucking Professor Emeritus of Teaching and Learning	June 1, 2015
Ahmed K. Noor Eminent Scholar Emeritus and Professor Emeritus of Modeling, Simulation and Visualization Engineering	June 1, 2015
Richard Overbaugh Professor Emeritus of Teaching and Learning	May 24, 2015

DANIEL M. DAUER

Daniel M. Dauer received a B.S. in Biological Sciences from Old Dominion University in 1970 and a Ph.D. in Biology from the University of South Florida in 1974. He joined Old Dominion as an assistant professor of biological sciences in 1975, achieved the rank of professor in 1987 and was designated an eminent scholar in 1998. Recognition of his accomplishments in teaching, research and service include the Outstanding Faculty Award from the State Council of Higher Education for Virginia, ODU's Outstanding Researcher Award, ODU's Tonelson Faculty Award, and ODU's Fraternity and Sorority Life Outstanding Chapter Advisor Award.

Dauer has served as the major professor for 38 master's and doctoral students at Old Dominion University. He also served as co-director for a doctoral student from the University of Lisbon in Portugal and trained four additional doctoral students from

foreign universities in his lab. Dauer's administrative experience includes director of the benthic ecology laboratory (1985 to present), principal investigator of the Chesapeake Bay Benthic Monitoring Program for the Virginia Department of Environmental Quality (1985 to present),

Dr. Noor is a fellow of the American Society of Mechanical Engineers (ASME), the American Institute of Aeronautics and Astronautics (AIAA), the American Society of Civil Engineers

April 23, 2015

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON INITIAL
APPOINTMENT OF TEACHING AND RESEARCH 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 Initial Appointment of Teaching and Research Faculty effective June 1, 2015.

Rationale: The revisions proposed for the policy on Initial Appointment of Teaching and Research Faculty would require candidates who are being considered for initial appointment with tenure and the external referees selected by those candidates to submit current CVs. Submission of these CVs would assist the Promotion and Tenure Committees in their review of candidates and make the process of initial appointment with tenure consistent with current promotion and tenure practices.

NUMBER: 1401

TITLE: Initial Appointment of Teaching and Research Faculty

APPROVED: June 12, 1980; Revised November 19, 1987; Revised April 12, 2002; Revised September 9, 2005; Revised April 7, 2011; Revised June 16, 2011

I. Board of Visitors Policy

- A. No one has the authority to make a firm offer of employment (subject to approval by the Board) except the provost and vice president for academic affairs, who acts by authority of the president. Any communication at the departmental or college level with potential appointees should make it clear that approval by the provost and vice president for academic affairs is required.
- B. An initial faculty appointment should not be considered final until it has been approved by the Board of Visitors. All offers of employment and other communications with potential faculty members should specifically state this fact.
- C. No administrative official shall have authority with the Board of Visitors or Presidential Tenure review bodies.
- D. In the case of certain initial appointments to the rank of professor or associate professor, the president has the authority to eliminate the probationary period for tenure and to make a firm offer or promise of tenure subject to II.D.1.a-e of this policy and approval by the Board. It is the sense of the Board that this authority should be exercised rarely and only when the best interests of the university require it. All such cases must be reported to the Board for approval before tenure is awarded.

building the operating budget for the coming year, each department anticipating hiring new faculty for the coming year projects the positions it wishes to fill (including both new positions and replacements for retiring faculty members or others known to be leaving).

- a. These projections must be in accordance with the approved mission of the department and must be clearly related to demonstrable needs of the department, including at least a clear relationship between instructional faculty and projected FTE students in accordance with the departmental faculty/student ratios approved by the Office of the Provost and Vice President for Academic Affairs.
 - b. Other justifications for positions may include establishment of new programs that may not immediately produce FTE students sufficient to justify the position, existence of substantial funded research for which time will be purchased by an outside agency, and important service activities required by the department within the university's mission.
2. Dean. The dean, once reports have been received from all departments, recommends to the provost and vice president for academic affairs in priority order new and replacement faculty positions for the coming year together with salaries required for each position. Copies of the departmental recommendations are included by the dean in the report to the provost and vice president for academic affairs.
 3. On the basis of the projected needs of the following year, the provost and vice president for academic affairs requests a specific number of faculty positions and a budget for these positions from the president at the appropriate time in the annual budget process.
 - a. Within the budget and positions allocated to the provost and vice president for academic affairs by the president, the provost and vice president for academic affairs assigns positions and funds to each dean for new and replacement faculty positions.
 - b. The dean allocates these positions with general salary ranges to the departments in the college.
 4. If position falls vacant because of an unexpected resignation or for any other cause, this fact is reported promptly to the provost and vice president for academic affairs.
 - a. The provost and vice president for academic affairs may then reassign the position to the college in which it previously existed, assign it to another college, or discontinue the position.
 - b. If the position is assigned to a college, the provost and vice president for academic affairs assigns additional funds to the dean of that college to cover

the salary of this position. These funds are not necessarily equal to the salary of the departing faculty member.

- c. The dean may then assign an additional position to the department within the college having the greatest need.
- d. Positions falling vacant are not automatically assigned to the same college or department but are assigned on the basis of university and college priorities.

B. Recruitment and Interview Procedures

- 1. Once a position has been assigned to a department, the following recruitment procedure is instituted. A similar procedure will be followed for interdisciplinary faculty and joint appointments (see the Policy on Joint Appointments)¹.
- 2. A statement of critical requirements for the position is developed by the department chair or chairs in consultation with the faculty in the department and approved by the dean. The critical requirements should indicate clearly the primary responsibilities that the new faculty member will be expected to perform and the qualifications necessary for the performance of these responsibilities.
- 3. The department chair appoints a search committee.
 - a. The search committee consults the university's assistant vice president for institutional equity and diversity for advice concerning avenues for recruitment of qualified women and minority candidates and concerning the university's policies and procedures for ensuring affirmative action in the recruitment process. Failure to follow the university's affirmative action policies and procedures will result in a finding of non-compliance with the

April 23, 2015

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 June 1, 2015.

Rationale: The revisions proposed for the policy on Tenure are intended to clarify the policy. Section III.D. is revised to make it clear that all tenure-track faculty, whether appointed in mid-year or in fall, have a maximum of 21

NUMBER: 1411

TITLE: Tenure

APPROVED: June 12, 1980; Revised February 24, 1984; Revised

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, faculty of practice, 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.

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~~ academic years (i.e., 21 semesters including, fall, spring and summer). ~~The faculty member is informed of the decision of the provost and vice president for academic affairs on tenure by April 30 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 initial appointment. Unless such a reduction has been approved and the faculty member has been so notified in writing at the time of initial appointment, reduction for prior service will not be granted.
 2. A faculty member initially appointed to the rank of full professor may be notified of a tenure decision by April 30 of the second year of service; if tenure is awarded, a tenure contract will be offered for a third year of service.

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.
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. 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, 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 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.
 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. 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.ⁱⁱ 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. In cases of a non-unanimous vote, a summary of minority opinion must be included. 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. 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. 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 faculty member is given a terminal contract for the ensuing year unless a further review is requested.

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

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

- G. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded to the provost and vice president for academic affairs.
- H. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a

ⁱⁱThe 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.

April 23, 2015

**APPROVAL OF PROPOSED REVISIONS TO THE FACULTY GRIEVANCE
COMMITTEE AND HEARING PANELS: COMPOSITION AND PROCEDURES**

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Faculty Grievance Committee and Hearing Panels: Composition and Procedures, effective June 1, 2015.

Rationale: Changes have been made in order to clarify the policy and its implementation. In addition, a section prohibiting retaliation has been added.

NUMBER: 1471

TITLE: Faculty Grievance Committee and Hearing Panels: Composition and Procedures

APPROVED: May 15, 1982; Revised June 15, 1989; Revised December 3, 1992; Revised June 22, 1995

I. Composition and Term of Services

A. Composition and Selection of the Committee

1. The Faculty Grievance Committee shall consist of three ~~five (5)~~ full-time faculty members and two administrative faculty according to the following guidelines. ~~two of whom shall be tenured full-time teaching and research~~

3. The chair shall serve a two-year term and may be appointed to serve consecutive terms.
4. If a position is vacated ~~vacancy in a position on the committee occurs~~ during mid-term, it shall be filled as the position was filled according to the rules in I(A). ~~at the commencement of the term~~ and the individual designated to fill the position shall serve until the expiration of the original term, unless reappointed.
5. Members of the committee shall make diligent efforts to attend all meetings of the committee. The committee may de

4. Except as provided in paragraphs II(A)(5-6), ~~and 6~~, designated university vacation days

committee determines to be adequate within such reasonable time, the committee may decide not to review the grievance. If the committee so decides, it shall notify the faculty member accordingly. If the faculty member does file a statement that ~~which~~ the committee determines to be adequate within such reasonable time, the committee shall have ~~fourteen~~ (14) days from the chair's receipt of the adequate statement within which to determine whether the grievance was filed in a timely manner and whether the committee has authority to review the matter described in the statement. The timeliness of the filing of the grievance shall be determined by the date the initial statement was filed, although the committee may have determined it to be inadequate, so long as the committee has not closed the matter by deciding not to review the grievance.

- b. If the committee determines ~~should decide~~ that the written grievance was not filed in a timely manner or that the matter described in the grievance is not within the authority of the committee to review, the committee shall ~~decide~~ not to review of the grievance. The faculty member shall be notified of the committee's decision and the reasons therefore.
 - c. If the committee should decide that the written statement was filed in a timely manner, is adequate, and describes a matter over which the committee has authority, the grievant and the administrative officer against whom the grievance was filed shall be notified that the committee will review the grievance, and the administrative officer shall be provided a copy of the written statement filed by the grievant.
2. Within ~~fourteen~~ (14) days of receipt of the committee's decision that it will review a grievance, the administrative officer against whom the grievance was filed shall provide to the chair and to the grievant a written response to the written statement of the grievance. The response should be filed electronically, be no more than 1,000 words in length and should include, as attachments, copies of relevant documentation.
 3. Within ~~fourteen~~ (14) days of the chair's receipt of the administrator's response, the chair shall impanel a Hearing Panel as described in section III(A). The Faculty Grievance Committee chair shall provide the written statement of grievance, the administrator's response, and attached documentation to the chair of the Hearing Panel.
 4. The proceedings on the grievance before the Hearing Panel shall be in accordance with the procedures of the Hearing Panel as described in section IV.
 5. Upon concluding its hearing procedures and upon making its findings on the merits of the grievance, as described in section IV, the panel shall

determine its recommendation for dismissal or remedy of the grievance and shall report to the chair of the Grievance Committee as described in section IV.

- C. Review by Hearing of Matters Arising Under Section III of the Faculty Sanctions Policy
1. Prior to the president's request that the chair of the Grievance Committee initiate the applicable procedures to dismiss or to sanction severely a faculty member, the administrative official designated by the president shall notify the faculty member of the president's intent to make such a request. This notice to the faculty member shall include a statement of charges.
 2. The president's request to the chair of the Grievance Committee shall include a copy of the statement of charges provided to the faculty member.
 3. The statement of charges shall include a specific description of the charges, a summary of the evidence upon which the charges are based, a list of witnesses whose identities are known, a summary of the expected testimony of those witnesses, and a recommendation of sanctions.
 4. The Grievance Committee shall determine whether the statement of charges is procedurally adequate in that it meets the requirements of paragraph 3 above. If the committee should decide that the statement of charges is procedurally inadequate in that it does not meet the requirements of

7. During each and every stage of the proceedings on the statement of charges, the faculty member may choose to appear, to be heard or not.
8. Each party may be represented by legal counsel or by an adviser or both during each and every stage of the proceedings.
9. The burden of proving the charges shall be on the administrative official.
10. The proceedings before the Hearing Panel on the statement of charges shall be in accordance with the procedures of the Hearing Panel as described in section IV(A) and IV(B).
11. If the panel should conclude that none of the charges against the faculty member were proven, the proceedings before the panel will terminate and

does not warrant imposition of a severe sanction, it may recommend that a

2. Each member of the Faculty Grievance Committee, including the chair, shall designate one member of a Hearing Panel.
3. After committee members have designated the Hearing Panel members, the chair of the Grievance Committee shall appoint one of the Hearing Panel designated members ~~as to be the chair. of the panel.~~
4. A Grievance Committee member who has taken a prejudicial public position on a matter before the committee, who has a personal interest in a matter before the committee, or who has a close personal or direct professional relationship with either of the parties in a matter before the committee shall not designate a member of the Hearing Panel for that matter. Such Grievance Committee member shall disclose the relevant conflict of interest and recuse him/herself. ~~disqualify himself or herself and shall disclose to the committee the grounds for disqualification.~~ No person may serve on the Grievance Committee or a Hearing Panel if he/she is the person against whom the grievance is brought.
5. In the event that a member of the Grievance Committee appointed by the president is disqualified or is otherwise unable to designate a Hearing Panel member, the other presidential appointee on the committee shall designate one additional Hearing Panel member. In the event that a member of the Grievance Committee appointed by the Faculty Senate is disqualified or is otherwise unable to designate a Hearing Panel member, the other Faculty Senate appointee on the committee shall designate one additional Hearing Panel member. In the event that the disqualified or otherwise unavailable member of the Grievance Committee is the chair, the remaining four members of the Grievance Committee shall designate the fifth member of the Hearing Panel and appoint its chair.
6. Only full-time faculty members whose duties are primarily nonadministrative in nature are eligible to serve on Hearing Panels. A Hearing Panel constituted to hear the case of a tenured faculty member shall consist of tenured faculty members. A Hearing Panel constituted to hear the case of a nontenured faculty member shall consist of at least one (1), but not more than two (2) nontenured faculty members. No ~~more than two (2)~~ members of the panel may be from the college of the faculty member whose case will be heard by the panel. No ~~more than one (1)~~ member of the panel may be from the library if the faculty member whose case will be heard is from the library. There shall be no restriction as to the colleges of panel members selected to hear the case of an administrative faculty member who has no departmental designation.
7. The department chair and other members of the department of the faculty

78. Department chairs are ineligible to serve on a Hearing Panel constituted to hear a grievance in which the action of a department chair is the action being grieved.

89. It shall be the responsibility of the chair of the Faculty Grievance Committee to assure that members of the Hearing Panel meet the requirements described herein. In order to assure that such requirements are met, the chair may limit, as to college and as to tenure status, the designations made by Grievance Committee members. Limitations upon such designations should be evenly applied to designations made by Faculty Senate appointees on the committee and to designations made by presidential appointments on the committee.

910. Either party in a case may challenge individual members of the Hearing Panel for cause. "Cause" may include the taking of a prejudicial public position on the matter to be heard, a personal interest in the matter to be heard, or a close, personal or direct professional relationship with either of the parties. The Grievance Committee shall determine ~~decide~~ ~~disputes over~~ the legitimacy of a challenge.

1011. Members of a Hearing Panel should voluntarily recuse themselves from hearing matters if their participation on the Hearing Panel could result in legitimate disqualify themselves from hearing matters which raise as to them grounds for challenges for cause, whether or not such challenges have been made.

1112. Any individual who has a direct or indirect relationship with any of the parties to a grievance shall not be eligible to serve on the hearing panel.

4. The Hearing Panel, ~~with the consent of both parties,~~ may ~~meet~~ hold a pre-hearing conference with or without the parties prior to the hearing to discuss procedures, to clarify the issues, to exchange documentary evidence, to make stipulations of fact, and to take any other actions necessary to expedite the proceedings.
5. At any stage of the proceedings, the Hearing Panel may call upon the University Counsel, the chair of the Grievance Committee, or the Grievance Committee as a whole for procedural advice concerning the matter before the panel.
6. The ~~chair of the~~ Hearing Panel chair shall set the date, time, and place of the hearing. Insofar as is possible within the guidelines described in paragraphs 5 and 6, the hearing shall be set at a date and time which is convenient to all parties and continuance of the hearing date may be granted by the chair of the Hearing Panel upon the request of either party or upon the panel's own motion.
7. A hearing on a matter arising under the Faculty Grievance Policy and under the policy on Dismissal of Faculty from Employment Due to Financial Exigency, etc. should be held no less than ~~fourteen (14)~~ days and no more than ~~forty-five (45)~~ days after impaneling of the Hearing Panel. Upon agreement of all parties, a hearing may be held earlier than ~~fourteen (14)~~ days and, in extraordinary cases as determined by the chair of the Grievance Committee in consultation with the University Counsel, a hearing may be held later than ~~forty-five (45)~~ days.
8. A hearing on a matter arising under the Faculty Sanctions Policy shall be held no less than ~~thirty (30)~~ days and no more than ~~sixty (60)~~ days after notice of the statement of charges is given to the faculty member. Upon agreement of all parties, a hearing may be held earlier than ~~thirty (30)~~ days and, in extraordinary cases as determined by the chair of the Grievance Committee, a hearing may be held later than ~~sixty (60)~~ days.
9. ~~Fourteen (14)~~ days prior to the hearing, the chair of the Hearing Panel shall notify each party of the date, time, and place of the hearing. A party may agree to waive this notice. All parties not given timely notice must agree to

- b. Access to records covered by the Virginia Privacy Protection Act of 1976 (2.1-377 et seq. of the 1950 Code of Virginia, as amended) shall be in accordance with the provisions of that act; and
 - c. There shall be no right of access to records excluded absolutely by the provisions of the Virginia Freedom of Information Act (2.1-340 et seq. of the 1950 Code of Virginia, as amended).
8. The ~~chair of the~~ Hearing Panel chair will preside at the hearing and will rule, on the panel's behalf, on all procedural questions which arise during the hearing. A panel member who disagrees ~~does not agree~~ with the chair's ruling on a procedural question may ask that the question be decided by the panel and the question shall be so decided. All questions on the merits will be decided by the panel.
 9. A digital audio transcript ~~or recording~~ shall be made of the hearing and shall be kept securely in the University Counsel's office.

C. After the Hearing

1. At the close of the presentation of evidence, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present to make its findings and to arrive at its conclusions and recommendations for dismissal or remedy of the grievance.
2. The Hearing Panel shall create a report which shall include the following:
 - a. Copies of statements and attached documentation filed by the parties in the matter before the panel;
 - b. The names of the parties and their advisers;
 - c. The names of witnesses appearing before the panel;
 - d. The findings and recommendations of the panel which must include addressing the charges brought by the faculty member; and
 - e. The recommendations and rationale of the panel. ~~and the reasons therefore.~~ Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
3. The report shall be

4. The chair of the Hearing Panel chair shall provide copies of

1. If the Grievance Committee should decide that procedural errors were committed which were substantially prejudicial to either party, the committee may refer the matter to the original Hearing Panel for a rehearing of the matter or may impanel another Hearing Panel for a rehearing of the matter. The committee shall provide a reasonable time within which the rehearing must be completed and a report provided to the chair of the committee.
2. If the Grievance Committee should decide that the recommendations made by the panel are not within the authority of the committee or of the panel to recommend, the committee shall refer the matter to the Hearing Panel for a redetermination of its recommendations. The Hearing Panel shall report its revised recommendations to the committee within a reasonable time, as determined by the committee.
3. Upon the Grievance Committee's determination that procedural requirements were met and that the recommendations of the Hearing Panel were within the authority of the committee or the panel to make, the Grievance Committee shall so certify and shall adopt the report and recommendations of the Hearing Panel as the report and recommendations of the Grievance Committee.
4. The chair of the Grievance Committee shall advise the chair of the Hearing Panel and both parties of any action taken by the Grievance Committee upon its review of the report of the Hearing Panel. Both parties shall be provided copies of any new or revised reports issued by the Hearing Panel.
5. The chair of the Grievance Committee shall transmit the report and recommendations of the Grievance Committee to the president (see section IV of the Faculty Grievance Policy).

VII. Retaliation Prohibited

Retaliation against witnesses for any party is prohibited, and University Policy 3020 applies to all alleged retaliation that arises from or as a result of a grievance matter. Witnesses are defined as persons that provide actual testimony or provide documentary evidence.

NUMBER: 1471

TITLE: Faculty Grievance Committee and Hearing Panels: Composition and Procedures

APPROVED: May 15, 1982; Revised June 15, 1989; Revised December 3, 1992; Revised June 22, 1995

I. Composition and Term of Services

A. Composition and Selection of the Committee

1. The Faculty Grievance Committee shall consist of three full-time faculty members and two administrative faculty according to the following guidelines.

a. Three tenured full-time teaching and research faculty members appointed by the Faculty Senate.

b. Two administrative faculty members appointed by the president as described in paragraph I(A)(2) below.

c. The chair shall be a tenured faculty member elected by the Faculty Grievance Committee.

2. Presidential appointments to the Grievance Committee shall be made as follows. After consultation with the president, the Executive Committee of the Faculty Senate shall recommend to the president five administrative faculty members for service on the Grievance Committee. From the recommendations of the Executive Committee, the president shall choose two appointees to the committee.

All members of the committee, including those initial members, shall serve two-year terms, may be reappointed to consecutive terms.

3. The chair shall serve a two

5. Members of the committee shall make diligent efforts to attend all meetings of the committee. The committee may declare vacant the position of a member who is absent from three committee meetings during the course of a year.

II. Faculty Grievance Committee Procedures

A. General

1. All questions to be decided by the committee shall be decided by a majority of the committee members present and voting. A quorum of the committee shall be four members. Unless otherwise provided herein, all questions to be decided by the chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the committee if the chair is unavailable to make such decisions or to take such actions.
2. It shall be the responsibility of the chair of the Grievance Committee to initiate the proper procedures for review of a matter that is referred to the committee. A matter arising under the Faculty Grievance Policy shall be reviewed in accordance with the procedures de

until the beginning of the next academic year would have a substantial adverse effect upon a party's interests. Under such circumstances, the time periods described in these paragraphs shall be calculated by excluding only designated university vacation days.

6. The president may request that the chair of the committee initiate the applicable procedures of the committee during the months between the end of one academic year and the beginning of the next academic year when necessary for review of a matter arising during those months under the Faculty Sanctions Policy. Upon receiving such a request, the chair shall initiate the applicable procedures of the committee and may call meetings of the committee as necessary. During those months, a quorum of the committee shall be three members, so long as one Faculty Senate appointee and one presidential appointee are present, and the time periods described in these procedures shall be calculated by excluding only designated university vacation days.

B. Procedures for Review of a Faculty Grievance

1. Within 30 days of the chair's receipt of a written statement of faculty grievance, the committee shall determine whether the written statement was filed in a timely manner, is adequate in that it meets the requirements of section III(A)(2) of the Faculty Grievance Policy, and describes a matter that the committee has the authority to review under the Faculty Grievance Policy.
 - a. If the Faculty Grievance Committee determines that the written statement of grievance does not meet the requirements of section III(A)(2) of the Faculty Grievance Policy, the grievant shall be

witnesses whose identities are known, a summary of the expected testimony of those witnesses, and a recommendation of sanctions.

4. The Grievance Committee shall determine whether the statement of charges is procedurally adequate in that it meets the requirements of paragraph 3

13. At the sanction hearing:
 - a. The administrative official and the faculty member shall have the right to present evidence, including witnesses and documentary evidence, and to present arguments on the question of the appropriate sanction, including evidence in mitigation or aggravation of the seriousness of the charges and evidence as to the implications of the charges for the welfare of the university.
 - b. The previous disciplinary record of the faculty member may be considered by the panel but becomes relevant only at this stage of the proceedings.
 - c. Except as otherwise provided in this paragraph, the sanction hearing shall be conducted in accordance with the procedures described in sections IV(A) and IV(B).
 14. At the close of the presentation of evidence on the sanction, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present and shall determine its recommendations as to the sanction(s) to be imposed upon the faculty member. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
 15. The panel may recommend dismissal of the faculty member or the imposition of another severe sanction, or if it finds that the proven charge does not warrant imposition of a severe sanction, it may recommend that a minor sanction be imposed.
 16. Upon determining its recommendation, the chair of the Hearing Panel shall report to the chair of the Grievance Committee as described in section IV(C).
- D. Procedures Governing Review of a Matter Involving the Dismissal of Faculty From Employment Due to Financial Exigency, Etc.
1. Within 14 days of the chair's receipt of a request from the president that the Grievance Committee review a faculty member's appeal of a notice of termination issued to that faculty member under the policy for Dismissal of Faculty From Employment Due to Financial Exigency, etc., the chair of the committee shall impanel a Hearing Panel.
 2. The chair of the Grievance Committee shall provide a copy of the faculty member's appeal and notice of termination to the chair of the Hearing Panel.
 3. The Hearing Panel shall review the notice of termination in accord Panel s acco

4. The president or an administrative official designated by the president shall appear in proceedings before the Hearing Panel in support of the notice of termination issued to the faculty member.
5. The faculty member shall bear the burden of proving that the president's decision to issue notice was arbitrary, capricious, unreasonable, or contrary to the facts or that there was a material deviation from the university's policies or procedures in the issuance of the notice.
6. Each party may be represented by an adviser who may be legal counsel.
- 7.

member of the Grievance Committee is the chair, the remaining four members of the Grievance Committee shall designate the fifth member of the Hearing Panel and appoint its chair.

6. Only full-time faculty members whose duties are primarily nonadministrative in nature are eligible to serve on Hearing Panels. A Hearing Panel constituted to hear the case of a tenured faculty member shall consist of tenured faculty members. A Hearing Panel constituted to hear the case of a nontenured faculty member shall consist of at least one, but not more than two nontenured faculty members. No members of the panel may be from the college of the faculty member whose case will be heard by the panel. No

IV. Hearing Panel Procedures

A. Prior to the Hearing

1. The Faculty Grievance Committee chair will provide contact information for the Hearing Panel chair to the grievant and respondent.
2. At least five working days prior to a hearing all parties must submit all written documents and exhibits to be considered at the hearing to the chair of the Hearing Panel who will distribute, or otherwise make available, all materials to both parties at least two working days before the hearing.
3. The Hearing Panel shall be provided and shall review all statements and attached documentation filed by the parties in the cases before the panel.
4. The Hearing Panel may hold a pre-hearing conference with or without the parties prior to the hearing to discuss procedures, to clarify the issues, to exchange documentary evidence, to make stipulations of fact, and to take any other actions necessary to expedite the proceedings.
5. At any stage of the proceedings, the Hearing Panel may call upon the University Counsel, the chair of the Grievance Committee, or the Grievance Committee as a whole for procedural advice concerning the matter before the panel.
6. The Hearing Panel chair shall set the date, time, and place of the hearing. Insofar as is possible within the guidelines described in paragraphs 5 and 6, the hearing shall be set at a date and time which is convenient to all parties and continuance of the hearing date may be granted by the chair of the Hearing Panel upon the request of either party or upon the panel's own motion.

3. The report shall be certified as correct by each Hearing Panel member

B. Action and Report of the Grievance Committee

1. If the Grievance Committee should decide that procedural errors were committed which were substantially prejudicial to either party, the committee may refer the matter to the original Hearing Panel for a rehearing of the matter or may impanel another Hearing Panel for a rehearing of the matter. The committee shall provide a reasonable time within which the rehearing must be completed and a report provided to the chair of the committee.
2. If the Grievance Committee should decide that the recommendations made by the panel are not within the authority of the committee or of the panel to recommend, the committee shall refer the matter to the Hearing Panel for a redetermination of its recommendations. The Hearing Panel shall report its

April 23, 2015

PROMOTIONS IN ACADEMIC RANK
EFFECTIVE 2015-2016

The President has approved the promotions in academic rank for the following faculty members, effective with the 2015-16 academic year. A brief summary of each person's career at Old Dominion University is included.

Promotion to Professor

College of Arts and Letters

**Austin T. Jersild
Department of History**

Since his promotion to Associate Professor, Dr. Jersild has taught a wide range of courses in the area of international history, focusing on 19th and 20th Century Russian and Soviet history. He obtains consistently high praise from his students who value his enthusiasm and the assignments that he designs to challenge them and address their different learning styles and levels of preparation. He contributes to the core undergraduate curriculum in history, the senior capstone research seminar, and the Graduate Program in International Studies in the Department of Political Science and Geography, thereby providing a significant interdisciplinary bridge between the two departments. The History department does not have a Ph.D. program; however, Dr. Jersild has directed 2 Master's theses and has served on 16 Master's thesis committees in his department and has also been a member of 4 Ph.D. committees for the Graduate Program in International Studies.

Dr. Jersild conducts his research in Russian/Soviet and Cold War studies. Since he was promoted to Associate Professor he has published two books: *Orientalism and Empire: North Caucasus Mountain Peoples and the Georgian Frontier, 1845-1917* (McGill-Queen's University Press, 2002) and *The Sino-*

He has presented 14 international professional meetings. His work has been
awards: a 2008/9 Fulbright Research Scholar award, a 2007-
National Council for Eurasian and East European
Research Scholarship from the Woodrow Wilson Center's
also received several internal ODU awards to support his
Research Fellowship to Beijing in 2012, a co-authored
Summer Research Fellowship from the College of Arts

Dr. Jersild has provided exemplary service to the University and to his profession. In addition to serving as a highly effective Chair of the Department of History since 2012, he has served as Chief Departmental Advisor, Acting Director for the Center for Regional and Global Studies, Acting Associate Director for the Graduate Program in International Studies, and was Co-Director for the ODU-City of Norfolk Film Festival in 2006/7 and 2007/8. Dr. Jersild is a frequent reviewer for a number of national-level funding agencies, including the National Endowment for the Humanities, the Fulbright Fellowship Program, and the American Council on International Education. He is also a regular reviewer of manuscript submissions to the leading journals and book publishers in his field. Dr. Jersild has made numerous presentations to the local community through lectures and the media, including “*Hearsay with Cathy Lewis*,” WVEC-TV 13 *News Now*, and he has been interviewed by international media outlets, including *National Geographic*, *Russian Television*, and the *Moscow Times*. His work on the history of the Caucasus region was noted in media coverage of the 2014 Olympic Games in Sochi, Russia. He has also participated in the Cold War International History Project’s initiative to collect and publish documents to make the international dimensions of Cold War policy more accessible to a wide range of international scholars, students, and teachers.

Marilyn Marloff
Department of Communication and Theatre Arts

Ms. Marloff joined Old Dominion University as Assistant Professor in 1987 and was promoted to Associate Professor in 1993. After joining Old Dominion University, she built and set high standards for ODU’s Dance curriculum. She has created and taught more than 20 different courses, including large-lecture general education courses and more specialized, upper level courses, as well as tutorials and senior projects. Her Chair and Dean agree that she has been an effective and inspiring teacher throughout her career. Student comments over the years indicate their appreciation of her mentorship, the feedback she provides, her enthusiasm, and the inspiration she instills. Comments from her more recent students include “Everything about this class contributed to my learning... Everything helped me think more critically when it came to how I instructed a class,” and “She utilized a wide range of learning tools from internet, outside classroom projects, readings, lecture, guest speakers, classroom movement activities, etc to enhance learning. She asked a lot of tough questions during lectures which forced me to think critically.”

Ms. Marloff’s video-choreographic work has earned her over a dozen awards. Her 1990 video collaboration *The World of Dance*, has been exhibited in major cities in the U.S., including New York, Atlanta, Berkeley, and Chicago, and internationally in Holland, Austria, Argentina, Sweden, and Switzerland, among other countries. Her 2012 *Return to the World of Dance* video collaboration has already earned 4 awards, including the 2013 TX Gold Remi Experimental Award at the Houston International Film Festival and a 2nd place FIVA Winning Works Award from the Contemporary Expressions Center in Rosario, Argentina. Since 2012 alone, her work has been included in almost 40 juried exhibits throughout the USA and in Brazil, Argentina, Spain, Greece, Poland, Finland, Scotland, and several other countries. She has performed and/or choreographed a wide variety of roles for dance companies, locally, regionally, nationally and

internationally. She received project grants in 2003, 2004 and 2006, respectively, from the Virginia Commission for the Arts Choreographers' Showcase events.

Ms. Marloff has provided extensive service to Old Dominion University and to her profession.

containing the comment “Dr. Selover is a superb teacher. His course materials are well organized. Dr. Selover has demonstrated excellent applications of economic theories to relevant real world situations. For example, in his economics 202 class, he combines data and graphs to illustrate the recent American subprime crises clearly.” Dr. Selover received the College of Business and Public Administration (now Strome College of Business) Faculty Teaching Award in 2013-2014.

Dr. Selover’s research focuses on time series econometrics and international economics, predominantly as it relates to countries around the Pacific Basin. Since his last promotion he has published 9 peer-reviewed articles in high-ranking journals, all but one of which – the most recent, published in 2014 – has received several citations. Over the same period, he has presented three papers at professional meetings. He has been active in applying for grants to support his work and received a 2006 College of Business and Public Administration Summer Grant.

Dr. Selover has been very active in service to Old Dominion University and to his profession. Since his last promotion, he has served on and has chaired his department’s Recruitment Committee, and has served on the college’s Research Committee, Graduate Curriculum Committee, and Assessments Committee. He has served as Vice President and is currently President of the college’s Graduate Faculty and is a member of the ODU Graduate Administrators Council. Dr. Selover led regular Study Abroad programs to China and South Korea for over a decade. He has given many presentations for the college Executive Development Center and the Asian Studies Center. He has also made presentations to academic institutions in Taiwan, in South Korea, and at Ningbo University and Shanghai Maritime University in China. Closer to home, he has presented his research to the World Affairs Council of Hampton Roads and to the Joint Forces Staff College in Norfolk, and has participated as a panelist in discussions for the general public about the movies *Chasing Madoff*, *Margin Call* and *Death by China*. As service to his profession, Dr. Selover has been a discussant at 4 national conferences since his last promotion, and is a frequent reviewer of manuscripts for leading journals in his field. Dr. Selover received the Faculty Service Award from his College in 2006-2007.

Haiwen Zhou

Dr. Zhou is a theoretical economist whose research focuses on the interaction of international trade and choices of technologies, industrial organization and market structure. Since his last promotion he has published 14 peer-reviewed journal articles, with another forthcoming in 2015. He is the first or sole author on 12 of these articles. Over the same period, he has presented two papers at professional meetings. Dr. Zhou was designated an E.V. Williams Faculty Research Fellow (2008-2011) by the College of Business and Public Administration and received the College's Outstanding Research Award in 2011.

Dr. Zhou has provided service to Old Dominion University and to his profession. He serves on his department's Graduate Committee, has served on the College Committee on Human Subjects and on its Research, Library, and Human Subjects, and currently serves on the University's Interdisciplinary Studies Committee and Honorary Degrees Committee and on Faculty Senate Committee D: Research. As service to his profession, he is a frequent reviewer for the leading journals in his field and was a discussant at the 2011 Southern Economic Association Annual Meeting. Although this is not a high overall service commitment on the part of Dr. Zhou, each of the review levels indicates his increasing commitment to service activities.

Dr. Zhou has established a reputation as a prolific scholar whose work is well-regarded and is reaching some of the top journals in his field. He is an effective instructor and has provided service to the University and to his profession.

Darden College of Education

Edwin Gomez

Department of Human Movement Sciences

Dr. Gómez has taught a very wide range of courses in the areas of hospitality and recreation/tourism, from introductory undergraduate to advanced graduate level. Several of his courses have been taught in an online format. In addition to his regular courses, Dr. Gómez has supervised independent studies, internships and summer courses and has developed courses and helped redesign the curriculum for the Park, Recreation and Tourism Studies program. He has been a member of 15 thesis and dissertation committees, chairing 8 of them. Student comments indicate that Dr. Gómez is a knowledgeable, enthusiastic and effective instructor who challenges them to think critically. In recognition of his outstanding teaching at the undergraduate level, Dr. Gómez was designated a University Professor in 2015. He has also received the Darden College of Education's 2009 Teaching Innovation and Excellence Award. In recognition of advising contributions, Dr. Gómez received the 2010 Advising Award for Southeast Region from Delta Zeta Sorority Chapter, the 2012 ODU Outstanding Faculty Advisor award, and the 2013 National Outstanding Faculty Advisor award from the National Academic Advising Association.

Dr. Gómez's research is focused on the benefits of recreation, youth development, and urban parks, with an emphasis on dog parks and the sense of community in neighborhoods. Since his promotion to Associate Professor, he has published 15 peer-reviewed journal articles, with 2 more in press. He is the first author on 6 of these articles, frequently placing his students as lead authors. He has also published 3 book chapters, a practitioner journal article, 4 technical reports,

15 refereed abstract or proceedings papers. In addition, he has presented his and his students' work orally and in poster format at numerous national meetings and has given 10 invited talks at local venues and for the media, including National Public Radio's *With Good Reason*. In 2014, Dr. Gómez received the Darden College of Education's Most Collaborative Research Award.

Dr. Gómez has been active in seeking external funding to support his research and during this review period has succeeded in obtaining two awards as a Co-Principal Investigator from the Norfolk Tourism Research Foundation, for a total of over \$58,000, and one internal ODU award for \$17,000.

Dr. Gómez has provided extensive service to Old Dominion University through membership on numerous committees. He is the current Undergraduate Program Coordinator for the department and has served as Graduate Program Director. He successfully led the effort to obtain re-accreditation for the Park, Recreation and Tourism Studies program in 2014 and has served on search committees and on the departmental promotion and tenure committee. Dr. Gómez has chaired the Darden College of Education's Faculty Governance Committee and Human Subjects Review Committee.

In addition to service on several committees at the University level, he helped establish the Hispanic-Latino Employee Association. Dr. Gómez has received several awards for his service to Old Dominion University, including the 2012 Service Award from the Darden College of Education, the 2013 President's Award for Diversity, and the 2013 Champion of Diversity Award, and he was a co-recipient of the ODU 2014 Community Service Award along with the Park, Recreation and Tourism Studies faculty. His contributions to the community at large have resulted in the 2012 Outstanding Volunteer Award from Freedom Marathon, Inc. and the 2014 Southbridge High School Alumni Achievement Award from ASPIRA of Massachusetts. In service to his profession, Dr. Gómez is Associate Editor of *Leisure Sciences*, the flagship journal in his field, is a regular reviewer of manuscripts submitted to journals and symposia, and has served as an external tenure and promotion reviewer for three institutions. He has also served as Co-Chair for two national symposia and has been a Board Member for the Planning/Steering Committee of the annual Northeastern Recreation Research Symposium since 2007.

Danica Hays
Department of Counseling and Human Services

Dr. Hays became Chair of the Department of Counseling and Human Services in 2010, shortly after her promotion to Associate Professor. During that time, she has developed and taught two new courses at the doctoral level in her discipline of counseling and has taught regularly each semester via distance learning modalities. Her Dean notes that Dr. Hays applies continuous formative assessments to the improvement of her teaching and changes her instruction based on student understanding and needs. Student comments indicate that she is a knowledgeable, approachable, flexible, and enthusiastic teacher; a few ask for more clarity on assignment expectations. One comments "Thank you for all the preparation that you have put into this course. It is evident that you care about the student's level of learning, and that you will invest

extra time into nurturing and encouraging.” Dr. Hays has served on more than 30 doctoral dissertation committees, chairing 17 of them. In recognition of her exceptional mentoring of graduate students, she received ODU’s 2014 Doctoral Mentoring Award.

Dr. Hargrave has served as a member of the University's Animal Care and Use Committee since 1996. She served as a member of the ODU President's Advisory Committee (1997), the 1998 SACS Self Study committee, and on several departmental committees during her years in the Department of Biological Sciences. More recently, she was the College Faculty Diversity Leader for the College of Sciences in 2009 before transferring to the College of Health Sciences and is now a member of the CORE2 Diversity Committee, which she will chair in 2015. Dr. Hargrave has served on two search committees at the University level and currently serves as a member of the Strategic Planning Committee for the Office of Research. In service to her profession, Dr. Hargrave has been a reviewer of professional journal manuscripts. Her service to the community includes membership of the Eastern Virginia Medical School's Animal Care and Use Committee and their Institutional Review Board, and as a judge for the Tidewater Science and Engineering Fair (2014) and for the 26th Annual Virginia State Science and Engineering Fair. She was inducted into the Be Everything You Are (BEYA) STEM Global Alumni Association in 2014.

College of Sciences

Michael L. Nelson

Department of Computer Science

Since his promotion to Associate Professor, Dr. Nelson has developed and taught 6 courses at the undergraduate and graduate levels. Students comment that he is enthusiastic and very knowledgeable, and that they enjoy the collaborative aspects of his courses. Specific comments include "excellent teacher...patient with questions," "he was very encouraging and supportive to the student," and "I liked how the instructor was focused on the learning process rather than grades." Dr. Nelson has graduated 5 Ph. D. students and is advising another 9 Ph.D. students. His doctoral students have attained faculty positions in other universities and national research laboratories. In recognition of his work in mentoring doctoral students, Dr. Nelson received the 2012 ODU College of Science Doctoral Mentoring Award. Subsequently, two of his students won Best Student Paper awards from the Association for Computing Machinery/Institute of Electrical and Electronics Engineers (ACM/IEEE) Joint Conference on Digital Libraries (JDCL) in 2013, and another of his students won a Best Student Paper award at the Theory and Practice of Digital Libraries conference in 2013.

Dr. Nelson's research focuses on digital libraries and digital preservation. He has published 6 peer-reviewed journal articles since his last promotion, along with 51 conference and workshop papers, a book chapter, and two co-edited Conference Proceedings. In the same time period, he has presented three tutorials, two of them in international venues, and delivered over 20 invited presentations. His co-authored work on the Memento Protocol, which is a method to reunite web archives with their home on the live web, has become a *de facto* standard for web archiving. Dr. Nelson continues to be extremely active and successful in seeking external grant funding, having been Principal Investigator or Co-PI on 12 grants to ODU totaling over \$1.4 million since 2008, for a career total of over \$7 million to date. His awards are from diverse sources, including the National Science Foundation, National Endowment for the Humanities, Library of Congress,

Andrew Mellon Foundation, and Alfred P. Sloan Foundation. In addition, he received an internal ODU award for \$54,000 and his 5-year, \$540,754 National Science Foundation CAREER Award extended through 2011.

In recognition of his research work, Dr. Nelson has been designated a Digital Preservation Pioneer by the U.S. Library of Congress and received the 2010 Digital Preservation Award from the U.K.-based Digital Preservation Coalition for his work on the Memento Protocol, which also garnered recognition from the 2010 O'Reilly FOO Camp and the 2010 Microsoft Research Faculty Summit. In addition, media coverage of the Memento Protocol has been extensive. In 2012, ODU's College of Science recognized him with its Distinguished Research Award. In 2014, he received the Vannevar Bush Best Paper Award from the ACM/IEEE Joint Conference on Digital Libraries.

In service to the University, Dr. Nelson has chaired and been a member of faculty search committees and is a member of the Multi-Disciplinary Seed Fund Review Committee, among other service activities. He has provided extensive service to his profession, as a member of the Editorial Board for the International Journal of Digital Libraries, as chair of the Steering Committee for the Joint Conference on Digital Libraries, as program co-chair for international conferences, and as co-chair of the Doctoral Consortium and workshop chair for the ACM/IEEE Joint Conference on Digital Libraries. In addition, he has served on numerous program committees and special interest groups for national and (e)4(r)3(ous)-1(pr)3(ogr)3(a)4(m)-2()JTJ on4ty FOO C

Dr. Sedwick is a marine biogeochemist who specializes in tracing dissolved iron in the ocean. He

Since his last promotion, Dr. Zhou has served as a member of two search committees for his

Batten College of Engineering and Technology

Charles Daniels
Department of Engineering Management and Systems Engineering

College of Health Sciences

Christine Sump
School of Nursing

Pamela Sharp
School of Nursing

College of Sciences

Terri Grant
Department of Mathematics and Statistics

Catherine Chamberlayne
Department of Mathematics and Statistics

April 23, 2015

REQUEST FOR LEAVES OF ABSENCE WITHOUT COMPENSATION

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

<u>Name and Rank</u>	<u>Leave of Absence</u>		<u>Contract Salary</u>
	<u>From</u>	<u>To</u>	
Kurt Taylor Gaubatz Associate Professor of International Studies, Department of Political Science and Geography	8/1/15	7/25/16	\$79,826
Reason for Leave:	To finish a book and work on a second edition of a book in Washington, D.C.		
Aaron Karp Senior Lecturer of Political Science and Geography	7/1/15	1/1/16	\$47,840
Reason for Leave:	To complete two research projects at the Swedish Institute of International Affairs		