



NUMBER: xxxx

APPROVED: [date]

A. **PURPOSE**

This chapter is inserted into the ODU Faculty Handbook in order to ensure continuity in policy and procedure following the creation of the EVHSC@ODU.

- B. **AUTHORITY** [needed? the following is from the Code of Ethics]
Code of Virginia Section 23.1-1301, as amended

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attending coverage, precepting students or residents, participating in other teaching activities at EVMS, or by participating in other activities agreed to by the faculty member and the Department Chair of the School of Medicine or the Vice President and Dean of the School of Health Professions (VPDSHP).

Adjunct Faculty: Adjunct faculty are unpaid or paid faculty members who are employed by another regionally accredited educational institution and who have been approved to participate in EVMS academic or research programs.

Emeritus Faculty: Emeritus or emerita is an honorary faculty appointment, awarded upon retirement, for distinguished or exceptional service and outstanding dedication to EVMS as further outlined in the Emeritus Faculty Appointment Policy. This title would not be applied to a faculty member moving to another academic position. To be considered for emeritus title, there should be evidence of service and accomplishments as an EVMS faculty member over a considerable period of time. While the faculty candidate would not be expected to teach or otherwise be involved in EVMS activities, teaching may be done with this title.

Visiting Faculty: Faculty members visiting EVMS for a defined duration usually up to twelve months, subject to the approval of the EVMS President/Provost. Visiting faculty will be granted an EVMS visiting title of a rank that is equal to that of their home institution to include Visiting Professor/Visiting Associate Professor, Visiting Assistant Professor or Visiting Instructor based on qualifications. The 3 Y L V L P M J ' would be associated with a faculty member who is paid directly by her/his home institution, by another external agency such as a foreign government or by private funds. Appointments as visiting faculty Tf 1 0 0 1 390.67 496

Clinical Care Domain: includes categories of activities and document the quantity and quality of clinical

Tenure track faculty appointment will have the title:

- ‡ Associate Professor
- ‡ Professor

Primary appointment: Faculty members are evaluated, promoted, and/or awarded tenure in the academic unit where they hold their primary appointment. The Department Chair of the School of Medicine or the VPDSHP is responsible for recommendations for academic actions and for performance evaluations of the faculty members with primary appointments in their department or program, except as described below for faculty who have appointments in more than one department or school.

Secondary appointment (Joint and Secondary): A faculty member may have a secondary appointment in one or more departments or schools for the purpose of contributions and collaborative relationships in any of the mission areas. When there is no allocation of resources or support by the secondary unit (school, department or institute), the appointments considered a ³ F R X U Appointment. Secondary appointments are recommended by Department Chairs of the School of Medicine or the VPDSHP of both primary and secondary departments with the agreement of the individual faculty member. Performance expectations of the individual faculty member should be agreed upon in writing prior to the appointment. An individual faculty may not hold academic rank in a secondary appointment higher than in the primary appointment. There are, in addition, joint or ⁵ R Q G D U \ D S S R L Q W P H Q W V W K D W D U H Q R W ³ F R X included dedicated salary or other support from the secondary unit. These are negotiated between the Deans of the schools. Even in the case that 50% of the support of a faculty member is provided by two units (departments, schools) one of the two schools or departments must be declared as the primary appointment and one must be declared as the secondary appointment to ensure a single unit is ultimately responsible for the specified term for faculty who are clinical, research, or tenure ^U D F N ^D Q G D U H X V X D O O \ ³ F R X faculty member has tenure. Joint or secondary appointments may be made according to

All candidates are expected to demonstrate expertise commensurate with their academic rank in all of their assigned activities (teaching, clinical care, research/discovery and administration/ service). In addition, each candidate must demonstrate accomplishment in scholarly activity as outlined in the Faculty Handbook.

Outlined below are examples of excellence appropriate to each academic rank. It is not expected that each candidate

- ‡ Individuals with the highest degree in a professional or related health care field (e.g. PharmD, DNP, MPA) or with the highest degree in a health care (e.g. MBA)

Criteria: Candidates must demonstrate:

- ‡ Competence in one domain area (teaching, clinical care, research/discovery and administration/service) as stated in the expanded description of activities (Level 1) of the promotion guidelines at a local level (e.g. hospital, graduate program)
- ‡ Participation in at least another domain area as described below:

1. Teaching

- a. Is a regular participant in teaching activities. This may include responsibility for (but is not limited to): lectures and small group presentations to medical students graduate students and residents clinical bedside teaching mentoring students and participation in grand rounds and other continuing medical education activities.
- b. Is considered an excellent teacher by students and faculty. This may be documented by student evaluations and peer review by Chairs and other faculty. Teaching awards from students and peers are noteworthy.
- c. Began to develop a local or regional reputation as a teacher. This may be documented by evaluations from participants in CME courses or by invitations to speak at local or regional CME courses and meetings. Repeat invitations are noteworthy.
- d. Is a regular and effective participant in curriculum development and administration.

and six (6) years following initial appointment at the rank of Assistant Professor at EVMS or at another academic institution to be considered for promotion. Candidates include:

- ‡ Individuals with the highest degree in a clinical or scientific discipline who are board certified

c.

Initial appointments may be less than one year based on the date of the initial appointment.

- c. Assistant Professors who have previously served a probationary term thereafter be appointed for one (1) or more successive terms of two (2) years each.
- d. Associate Professors shall be appointed for one (1) or more successive terms of three (3) years each. Initial appointments may be less than three (3) years based on the date of the initial appointment.
- e. Full Professors shall be appointed to one (1) or more successive terms of three (3) years each. Initial appointments may be less than three (3) years based on the date of the initial appointment.

VII. REAPPOINTMENT AND NONRENEWAL

- A. § UH DSSRLQWPHQW VKDOO EH RIIHUGH RQO\ IROORZLQJ D performance during the previous appointment. The qualifications a faculty member shall possess to be reappointed to a rank are specified in Standards of Excellence for Each Rank. Reappointment is primary recognition of excellent performance. Reappointment decisions shall be based on rigorous standards and reappointment shall be denied if past performance is not sufficiently high quality or does not meet the EVMS standards of professional behavior. Reappointment may also be denied for financial or programmatic reasons (See Grounds for Dismissal of Faculty).
- B. Faculty who will be nonrenewed will be notified by December 31 of the last year of their appointment.
- C. Faculty shall be notified of reappointment, which may be for a term not to exceed three (3) years based on rank, by June 30 of the last year of the term of their appointment.

Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure
Board Approved: September 15, 2020

POLICIES AND PROCEDURES FOR FACULTY APPOINTMENT

I. INTRODUCTION AND POLICY

All initial faculty appointments to a Department in the School of Medicine (SOM) or the School of Health Professions (SHP) shall be made in accordance with the applicable Standards of Excellence, the Appointment and Promotions Guidelines and the framework outlined in this Policy.

II. FACULTY APPOINTMENT PROCEDURES

A. Initial Appointment Initial appointments at the

B. AppointmentNominationPackageRequiredChecklist

1. Chair of the School of Medicine or VPDSHP Letter

- a. Rank at which candidate is being proposed.
- b. Time in current rank.
- c. 'HVFULSWLRQV RI FDQGLGDWH¶V DVVLJQHG GXWLHV percentage of time allocated to the following areas: teaching, clinical care, research/discovery and administration/service.
- d. Department Chair of the School of Medicine or VPDSHP 3 HYDOXDWLRQ RI FDQ ability, experience, and accomplishments in each of the four areas mentioned above.

2. Letters of Recommendation Letters of recommendation external or internal are requested and obtained by the Department Chair of School of Medicine or VPDSHP. A faculty candidate for appointments not permitted to solicit any letters of recommendation. Letters should be obtained from well-qualified scientists, scholars, educators, and clinicians who are able to provide a fair and objective evaluation RI WKH FDQGLGDWH¶V ZRUN , Q JHQHUDO ³ DUSRYHQW L DGH QDWHUR with the candidate. The nature of the professional relationship of the candidate and the potential referee must be specified in the letter and there must be a brief statement of the HHHUHH¶V DFDGHPLF TXD. The majority of the individuals submitting letters of recommendation should have no previous direct supervisory relationship with the candidate. In summary, letters should document how long and in ZKDW FDSDFLW\ WKH LQGLYLGXDO NQRZV WKH FDQGLGDWH D F for an appointment and also be addressed to the Department Chair of the School of Medicine or VPDSHP.

a. Salaried Faculty

- i. For Instructor:
 - (1) One letter from the Department Chair of the School of Medicine or VPDSHP.
- ii. For Assistant Professor:
 - (1) Three internal and/or external letters are required. They should be obtained from training directors, faculty ed

- iv. For Professor:
 - (1) Three external letters are required. They should be obtained from individuals at an equivalent rank for which the candidate is being proposed.
 - (2) They must come from three different institutions, at least two from outside the Commonwealth of Virginia.
 - (3) One letter may come from the Commonwealth of Virginia, but outside EVMS
 - (4) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent rank
 - (5) They should address how the candidate is recognized nationally or internationally
 - (6) They should document excellence in one or more domain areas and meritorious contributions in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
- b. Non-Salaried Faculty
- i. For Instructor:
 - (1) One letter from the Department Chair of the School of Medicine or VPDSHP.
- ii. For Assistant Professor:
 - (1) Two internal and/or external letters are required. They should be obtained from training directors, faculty members at the training institution or other professionals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
 - (2) 7 KH \ VKRXOG GRFXPHQW WKH FDQGLGDWH¶V FRP participation in at least another domain area of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
- iii. For Associate Professor:
 - (1) Three external letters are required. They should be obtained from individuals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
 - (2) They must come from three different institutions
 - (3) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent or higher rank
 - (4) They should address how the candidate is recognized regionally or nationally
 - (5) 7 KH \ VKRXOG GRFXPHQW WKH FDQGLGDWH¶V PHU more domain areas and/or competence in other domain areas assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
- iv. For Professor:
 - (1) Three external letters are required. They should be obtained from individuals at an equivalent rank for which the candidate is being proposed.
 - (2) They must come from three different institutions, at least two from outside the Commonwealth of Virginia.
 - (3) One letter may come from the Commonwealth of Virginia, but outside EVMS

3. Curriculum Vitae and Additional Required Information. For the purpose of appointments, the candidate should provide the information requested on the ECUMS Curriculum Vitae form, available from FAPD. In addition, the candidate should provide additional information not already included in the Curriculum Vitae format as required for documentation of scholarly activity as outlined in Section VII. All candidates should compile and attach a portfolio on each area (teaching, clinical care, research/discovery and administration/service) in which the individual has time allotted, documenting evidence of quality of teaching, assessments of clinical service research, and contributions to the department.

4. Original Transcript of Terminal Degree Candidate must provide an original transcript, with raised seal, from the institution that awarded his/her terminal degree (only required for full faculty). Clinical faculty with appropriate credentials and a medical license within the Commonwealth of Virginia are not required to provide a transcript.

C. Senior Lateral Appointments (for candidates moving from another academic institution and requesting same academic rank as that held at prior institution).

To facilitate academic appointment for faculty who have been recruited from another academic institution and for whom appointments requested at the same academic rank (i.e., Associate Professor/Professor) that was held at the prior institution, the F D Q G Lateral Appointment Process could be expedited via a simplified packet submitted for review. An ad hoc sub-committee of the Appointments and Promotions Committee reviews the candidates. The ad hoc sub-committee consists of the A&P Chair and at least four (4) committee members selected by the A&P Chair.

Appointment Nomination package for Lateral Appointments at all ranks should

- submit all requirements for appointments outlined under Policies and Procedures for Faculty Appointment, prior to expiration of their provisional appointment.
3. The required clinical credentials must be complete prior to the beginning of any clinical activity including direct patient care, consultation or preceptorship.
 4. The President, Provost and Dean of the School of Medicine notifies the prospective faculty member by letter of the provisional appointment stating: a) termination date, b) that the full appointment/credentialing process must be completed by such date, and c) compensation payments will automatically cease by such date and EVMS will have no continued contractual obligation beyond such date unless a permanent appointment has been approved.
 5. The non-binding offer letter may not refer to provisional appointments.
 6. New Faculty will not be added to the EVMS payroll until the President, Provost and Dean of the School of Medicine has approved provisional status and the letter referred to in 4. above has been sent to the prospective faculty member. Retroactive pay (prior to the date

or (3) the effectiveness of educators. Scholarship can occur in each area of faculty responsibility: teaching, clinical care, research/discovery and administration/service. In addition, scholarship requires the dissemination of such knowledge/application for the benefit of others in a fashion that is tangible and can be peer reviewed and documented.

2) Evidence of Scholarly Activity

Below are examples of scholarly activity. When documenting activity under each example, a faculty member should include the list of information given under each example to describe the activity fully. An alternative to listing of requested information is to provide a narrative of a contribution or activity.

a) Publications

List publications including author, title, year of publication, journal and pages. The candidate may indicate the number of times a work has been cited or other information that gives an indication of its impact.

(1) Full-length publications

- (a) Peer reviewed articles
- (b) Non-peer reviewed articles
 - (i) Book chapters
 - (ii) Reviews
 - (iii) Case reports
 - (iv) Articles in lay publications
 - (v) Procedures/protocols
 - (vi) Electronic media
- (c) Books, monographs

(2) Presented Abstracts

- (a) Peer reviewed articles
- (b) Non-peer reviewed articles

b) Presentations

List actual presentations, indicating whether the presentation was invited, the target audience and whether the meeting was international, national, regional, or local.

1) Oral presentations

- (a) Plenary
- (b) Workshop
- (c) Seminars

2) Poster presentations

- 3) Discussant
- 4) Session Chairs

c) Patents

List patent applications and the status of each, providing the following:

- 1) Title
- 2) Inventors
- 3) Brief description
- 4) Disposition

5) Impact

d) Clinical Investigation and/or Clinical Trials

Indicate the level of involvement/contributions to the planning, implementation, and/or reporting beyond contributing patient care, records, etc., of each.

e) Development of Original Clinical Programs and/or Techniques

- 1) Brief description, including goals
- 2) Target population
- 3) Impact
- 4) Nature of dissemination

f) Development of Original Teaching Tools, Methods

- 1) Description of product, including objectives
- 2) Level of involvement
- 3) Target audience
- 4) Copyright status
- 5) Impact
- 6) Nature of dissemination

g)

- 4) Reviewer for journal
- 5) Reviewer for funding agency
- 6) Member of organizing committee for a scholarly meeting

i) Consultancies

j) Serving as a Visiting Professor

- 1) Site
- 2) Date of visit
- 3) Who invited the candidate?
- 4) Contribution of candidate

k) Recognition for Scholarship

- 1) Recognition
- 2) Date
- 3) Awarded by
- 4) Award received for

D. Types of Evidence in the Four Faculty Roles

1. Teaching Accomplishments

7 H D F K H U V G R Q r W a l d K n o w l e d g e F o r Y o u e n c o u r a g e t h e d e v e l o p m e n t o f a n i n q u i r i n g m i n d . T e a c h e r s i n s t r u c t i d e n t i f y i n g n e w d i s c o v e r i e s r e l a t e d

commitment to enhancing educational skills by participating in courses, conferences, workshops, or responsibilities

- o Serves as Advisor for medical student, health sciences student, postgraduate student or resident/fellow

Level 2. These activities should be recognized locally or regionally as being meritorious.

- o Prepares curriculum material (new courses, syllabus materials, Blackboard

- o Achieves funding of innovative educational program through national or international funding agency
- o Publishes educational works in peer-reviewed journals, television or radio or electronic sites
- o Develops educational and evaluation tools acknowledged as advancing field in disciplinary or interdisciplinary teaching and evaluation.
- o Citation by news

- o Offers major collaborative services with other faculty in attracting external funding not
- o Serves as an officer in state or local professional society
- o Serves as an Assistant or Associate Dean or other administrative appointment (Chairperson, Vice or Associate Chairperson of a department)
- o Serves as a Program Director, Clerkship Director or other position related to the mission of the School that involves significant time in administrative activities, such as program development scheduling, evaluation, documentation of unit activities.
- o Consults nationally regarding service related activities
- o Chairs medical subspecialty professional society committee
- o Chair a school or hospital committee
- o Attracts substantial gifts or endowments to the School
- o Serves as a regular or Ad Hoc member on a national research or clinical review committee
- o Performs a service for the community or organizations within the community that are not directly associated with the School

Level 3. These activities should be recognized regionally, nae W* n 5 [()] TJ ET Q q 0.00000912

POLICIES AND PROCEDURES FOR FACULTY PROMOTION

I. INTRODUCTION AND POLICY

Promotion to a higher rank by EVMS is primary recognition of excellence. EVMS recognizes that such excellence may be demonstrated in all academic domain areas (teaching, clinical care, research/discovery and administration/service). Promotion to a higher rank implies recognition by a faculty member that, concurrent with the honorand

- ‡ Reflect on the teaching engagement and skills of the candidate (if relevant)
- ‡ Comment on the commitment to clinical practice (if relevant), especially during the period for most recent appointment or promotion
- ‡ Address the extent and relevance of scholarly productivity, including strengths and weaknesses
- ‡ Reflect on the leadership abilities, qualities and reputation of the candidate whether in a local, regional or national/international setting
- ‡ Comment on the institutional and professional service contributions of the candidate. Provide perspectives on the character, skills, productivity, leadership, scholarly context or other qualities of the candidate, especially in relation to expectations at academic institutions.
- ‡ Any additional insight that may be helpful to the EVMS Appointment and Promotion Committee regarding W K H F D Q G L G D W H V S U R P R W L R G academic appointment

It is not expected for every letter of recommendation to address a specific aspect noted above, nor would the reflective referee be able to do so. Consequently, to ensure all of these areas are appraised, it is necessary for the candidate to have at least three letters in support of the nomination for promotion from various referees.

a. For Assistant Professor:

- i. Three internal and/or external letters are required. They should be obtained from training directors, faculty members at the training institution or other professionals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
- ii. 7 K H \ V K R X O G G R F X P H Q W W K H F D Q G L G D W H V F R P S participation in at least another domain area of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)

b. For Associate Professor:

- i. Three external letters are required. They should be obtained from individuals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
- ii. They must come from three different institutions
- iii. One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent or higher rank
- iv. In addition, up to three recommendation letters can be obtained from faculty or department Chairs of EVMS
- v. They should address how the candidate is recognized regionally or nationally
- vi. 7 K H \ V K R X O G G R F X P H Q W W K H F D Q G L G D W H V P H U L W domain areas and/or competence in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)

c. For Professor:

- i. Three external letters are required. They should be obtained from individuals at an equivalent rank for which the candidate is being proposed.

- ii. They must come from three different institutions, at least two from outside the Commonwealth of Virginia.
 - (1) One letter may come from the Commonwealth of Virginia, but outside EVMS
 - (2) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent rank
- iii. In addition, up to three recommendation letters can be obtained from faculty or department Chairs of EVMS
- iv. They should address how the candidate is recognized nationally or internationally
- v. They should document excellence in one or more domain areas and meritorious contributions in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)

2. Curriculum Vitae and Additional Required Information For the purpose of promotions, the candidate should provide the information requested on the EVMS Curriculum Vitae form, available from FAPD <https://www.evms.edu/facultyaffairs>

FACULTY TENURE POLICY

I. INTRODUCTION AND POLICY

A decision to award tenure allows EVMS to retain its best faculty and preserve academic freedom. EVMS extends tenure based on the merit of the faculty member and the needs of EVMS to approved full time salaried faculty holding or being promoted to the rank of Professor or Associate Professor in accordance with this Policy.

II. TENURE ELIGIBILITY AND CRITERIA

A. Tenure Definition Tenure relates to faculty rank and salary and is the status granted to qualified faculty members which is reviewed at five-year intervals and which protects faculty from dismissal, except for Cause, Reallocation of Institutional Resources, and Severe Institutional Distress as set forth in the Grounds for Dismissal of Faculty Policy.

B. Length of Service Requirements

1. Initial appointees at the rank of Associate Professor (and faculty members promoted to the rank of Associate Professor) may be considered for tenure after three (3) years of service as Associate Professor at EVMS.

2. Initial appointees at the rank of Professor may be considered for tenure after two (2) years of service as Professor at EVMS.

3. Department Chairs of the School of Medicine or the VPDSHP at the professorial level may be considered for tenure at the time of initial appointment.

4. The foregoing probationary periods may be modified or waived upon recommendation of the Departmental Chair of the School of Medicine or VPDSHP and with the concurrence of the Tenure Committee, the President, and the Board of Visitors. After the passage of the probationary periods of appointment and review, tenure

2. Full-time faculty in the Clinical Science Departments at the rank of Associate

B. Initial Tenure Review and Appointment

FACULTY GRIEVANCE POLICY

I. Introduction and Policy

It is the policy of EVMS that all faculty be given an opportunity to grieve in accordance with this policy and the procedures outlined herein. Disputes are best resolved amicably and informally through effective communication, and it is required that any Grievant shall have attempted to resolve any dispute in good faith before invoking the grievance process set forth in this policy. Similarly, faculty should understand that reviewing a formal grievance will involve a major investment of WKHLU Funds. Do not use the grievance process only to resolve important issues and do not file malicious or frivolous grievances or otherwise abuse the process.

II. Definitions

For purposes of this policy, the following definitions apply:

Action is a decision, action, or inaction, whether written or otherwise, by an EVMS administrative officer or body acting in an official capacity.

4. Any Grievance review or recommendation made

- c. Identification of applicable policies and procedures on which the Grievance is based, if any.
 - d. The date and outcome of any required preliminary steps as outlined in Section IV, if applicable.
 - e. An explanation or reference to any attachments that will be included with the Statement of Grievance.
 - f. The remedy sought by the Grievant as more specifically described in Section X.
2. The Grievant shall attach all relevant documentation that will assist the

B. Deficient Grievances

1. If the Committee determines that the Grievance is deficient because it does not meet a requirement set forth in Section VII (A)-4, the Grievance shall be rejected and the Chair shall provide such written notice.

2. If the Committee determines that the Grievance is deficient because it does not meet the requirements for the Statement of Grievance as outlined in Section V(A), the Chair shall notify the Grievant of the deficiencies and provide the Grievant with 30 days to correct all deficiencies and return to the Chair. The Committee shall have 60 days to review a revised Grievance. If the Grievance remains deficient, the Committee may reject the Grievance. At any time, the Chair may meet with the Grievant in order to provide or obtain clarification from the Grievant.

C. Sufficient Grievances; Notice to Respondent If all requirements outlined in Section VII(A) have been met, the Chair shall notify the Grievant that the Grievance is accepted and provide the Respondent with notice of the Grievance, including a copy of the Grievance and all supporting documentation. The Respondent shall provide a response to the Grievance within 30 days, which shall not exceed

C. Attendance

1. Grievance Committee A majority of the Grievance Committee shall attend the hearing. The President of the Faculty Senate may appoint alternates to serve in the place of Committee members that are unable to attend.

2. Advisors The Grievant and Respondent may each invite an individual EVMS faculty staff member to serve in an advisory capacity at the Grievance hearing. Advisors can be present throughout the entire hearing to provide support and advice to their advisee and/or to observe the proceedings. Although a Grievant and Respondent may seek legal guidance at any time during the grievance process, attorneys may not act as advisors or otherwise represent the Grievant or Respondent at Grievance hearings. Advisors may not also be witnesses and no advisor may provide testimony, statements or speak on behalf of their advisee, or otherwise participate in the hearing.

3. Witnesses Witnesses must be physically present and shall be permitted to attend only that portion of the hearing

Development to be maintained. For Grievances that continue through a hearing, the Chair shall forward a copy of the Post-hearing report and the recording of the hearing to the Office of Faculty Affairs and Professional Development to be maintained.

B. Time Extensions The Grievance Committee may grant reasonable extensions upon requests made prior to the expiration of such deadlines or when it determines that an extension is reasonable and necessary.

Faculty Affairs, Faculty Grievance Policy
Board Approved: March 10, 2020

GRUNDS FOR DISMISSAL OF

of the School of Medicine Executive Committee will consider the President, Provost and Dean RI WKH 6FKRRO RI 0HGLFLQH V GHWHUPLQDWLRQ DQG UHF DQG 'HDQ RI WKH 6FKRRO RI 0HGLFLQH the President, Provost & R P P L and Dean of the 6FKRRO RI 0HGLFLQH V GHWHUPLQDWLRQ DQG UH changes are appropriate and should involve the termination of tenured faculty during the term of their appointment and/or the termination of tenured faculty positions, then the Provost will follow the same procedures and apply the same factors for selecting specific faculty positions for termination (with appropriate participation by the President, Provost and Dean of the School RI 0HGLFLQH V ([HFXWLYH & R P P L) as are applicable in the case of dismissal of faculty because of severe institutional financial distress, as specified in section C. 6KRXOG WKH 3UHVLGHQW 3URYRVW DQG 'HDQ RI WKH 6FKRRO agree, then the procedure specified in section C will apply.

3. Neither tenured faculty nor nontenured faculty during their term of appointment will be dismissed until the President, Provost and Dean of School of Medicine has given due consideration to the practicality of placing dismissed faculty in another department or facility of the Medical School.

C. Dismissal for Severe Institutional Financial Distress

Faculty members holding tenure and tenured faculty during the term of their appointment may be dismissed in the event the School of Medicine is confronted with a severe institutional financial G L V W D U L N Y V after such distress has been determined to exist in accordance with the following procedures:

1. In the event the President, Provost and Dean of the School of Medicine determines that, in his/her opinion, a financial situation exists which places the institution in such financial jeopardy that the termination of tenured and nontenured faculty positions may be necessary, then the President, Provost and Dean of the School of Medicine shall discuss such financial condition then t

members; 6) correct unsatisfactory ratings in one or more areas of responsibility through ~~specific~~ improvement plans designed to correct the deficiencies in a timely manner; and 7) fulfill reappointment, promotion and post-tenure reviews (when appropriate) for faculty.

III. PROCEDURE

A. Review

5. Failure or Denial to Submit If the faculty member does not timely submit or denies to submit annual performance review information to the academic unit administrative head, or designee, the faculty member shall receive an overall unsatisfactory performance rating, which will initiate the Faculty Improvement Plan described below, unless the administrative head determines the good cause exists for an exception.

6. Review File A copy of all signed annual evaluations shall be maintained with FAPD as
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7. Use of Review The appropriate Dean of each school as well as the appropriate committees shall have access to the annual performance reports for subsequent annual review, reappointment, promotion, and, if applicable, tenure decisions. Annual performance reviews completed in the last three years, may be considered

- iii. Participate in sponsored research as approved by the sponsor and EVMS;
- iv. Attend departmental and collegial open meetings as a guest, subject to the bylaws of said unit;
- v. Eligible to serve on an Institutional Standing Committee as an ad-hoc or regular member.

Procedure

Application for Emeriti status may be initiated by the candidate, Chair, or Dean with the understanding that granting of emeritus requires approval by President/Provost and Board of Visitors and requires a 3 month process.

To initiate the process, the faculty member must submit a letter requesting Emeriti status and supporting evidence of academic contributions, including a current EVMS Curriculum Vitae, to the Department Chair by December 1st of the year.

Amendments

This Policy may be amended and the privileges changed from time to time at the discretion of EVMS through the appropriate processes and procedures, including with the advice and consent of the Faculty Senate. Such amendments shall be promptly communicated to all Faculty.

First Board Approval Date: February 12, 2017
Last Revision: March 13, 2018

SABBATICAL LEAVE

Sabbatical leave may be provided for members of the faculty holding Associate Professor or Professor ranks.

A faculty member is eligible for sabbatical leave after every sixth year of continuous service on the faculty of the Eastern Virginia Medical School. The period of service is to be calculated from the time of first appointment to the full-time faculty with a minimum rank of Assistant Professor. Sabbatical leaves are not awarded automatically after six years of service, but are awarded on the basis of individual merit.

Compensation

The compensation during a sabbatical will be either at 100% rate for leaves of six months or less or 50% rate for leaves of BT /F1 f

END

possible addition of policy on Centers & Institutes, possibly including a list of relevant CIs.

Whereas the principle of shared governance provides faculty with a voice in the shaping the policies that govern their appointments, promotion, and tenure; and

Whereas Eastern Virginia Medical School has established policies for the academic appointments, promotion, and tenure of its constituent faculty, as well as grievances and dismissal; and

Whereas those policies are enumerated as: 1) Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure, 2) Policies and Procedures for Faculty Appointment, 3) Policies and Procedures for Promotion, 4) Guidelines for Appointment and Promotion, 5) Faculty Tenure Policy, 6) Faculty Grievance Policy, 7) Grounds for Dismissal of Faculty; therefore

Be it resolved that Old Dominion University will adopt Eastern Virginia Medical School's established policies for appointments, promotion, and tenure (enumerated above) and that these policies will only pertain to the faculty of the School of Medicine and the School of Health Professions and

Be it further resolved that these policies will be added to the ODU Faculty Handbook as a separate chapter with a preamble (below) that clearly defines the scope of those policies as limited to the School of Medicine and School of Health Professions faculty; and

Be it further resolved that the language of these policies was /will be jointly reviewed and updated by Old Dominion University and Eastern Virginia Medical School to ensure the language of the policies aligns with changes in nomenclature resulting from the merger of the University and Eastern Virginia Medical School.

Process & Timeline for approval at ODU

Wednesday	2/15/23	Draft to Dr. Monroe, Dr. Combs, and Prof. Agho
Friday	2/17/23	Submit final draft to the ODU Faculty Senate Executive Committee
Tuesday	2/21/23	ODU Faculty Senate Executive Committee will use the urgent matters clause to bring the resolution to the ODU Faculty Senate for a vote

Assuming an affirmative vote by the ODU Faculty Senate

Al Wilson will contact the rector of the ODU Board of Visitors to add the affirmed resolution to the agenda for the April board meeting

Thursday	4/20/23	The resolution will be brought to the ODU Board of Visitors for a final vote of approval
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Process for approval

The ODU Faculty Senate Bylaws Procedures Concerning New Resolution and Other New Business
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The EVMS Board of Visitors meets in March (3/21) and the ODU Board of Visitors meeting in April (4/20 t 4/21). Therefore, we would ask that the senate move expeditiously to vote on this resolution during its February meeting (2/21) and that the executive committee bypass the usual delegation to a sub

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ODU Senate Bylaws Procedures Concerning New Resolution and Other New Business

x <https://ww1.odu.edu/facultysenate/governance/bylaws#done1612907281342=&tab164=4>

Style Guides:

x <https://facultysenate.ucf.edu/document/writingeresolutions/>

x https://senate.sonoma.edu/sites/senate/files/writingeffectiveresolutions_0.pdf

EVMS Resolution Adoption of EVMS APT policies for SOM and SHP Faculty, policies draft

Whereas Old Dominion University (ODU) and the Eastern Virginia Medical School (EVMS) have jointly agreed to merge; and

Whereas the principle of shared governance provides faculty with a voice in the shaping the policies that govern their appointments, promotion, and tenure; and

Whereas Eastern Virginia Medical School has seven (7) established policies for the academic appointments, promotion, and tenure of its constituent faculty, as well as grievances and dismissal; and

Whereas those policies are enumerated as: 1) Policies and Procedures for Faculty Appointment, Promotion and Tenure, 2) Policies and Procedures for Faculty Appointment, 3) Policies and Procedures for Promotion, 4) Guidelines for Appointment and Promotion, 5) Faculty Tenure Policy, 6) Faculty Grievance Policy, 7) Grounds for Dismissal of Faculty; therefore

Be it resolved that the Eastern Virginia Medical School acknowledges that Old Dominion University will adopt seven (7) EVMS policies for appointments, promotion, and tenure (enumerated above) and that these policies will only pertain to the faculty of the School of Medicine and the School of Health Professions; and

Be it further resolved that the Eastern Virginia Medical School acknowledges that these policies will be added to the ODU Faculty Handbook as a separate chapter with a preamble (below) that clearly defines the scope of those policies as limited to the School of Medicine and School of Health Professions faculty; and

Be it further resolved that the language of these policies / will be jointly reviewed and updated by Old Dominion University and Eastern Virginia Medical School to ensure the language of the policies aligns with changes in nomenclature resulting from the merger and that the articulated scope of the policies is clearly limited to the School of Medicine and School of Health Professions faculty; and

Be it further resolved that the Eastern Virginia Medical School acknowledges that these policies will remain in effect until such time as they are revised and updated by the post-merger integrated Old Dominion University Faculty Senate (which will include representation from the School of Medicine and the School of Health Professions) and any subsequent changes are approved by the Board of Visitors for Old Dominion University; and

Be it further resolved that the Eastern Virginia Medical School acknowledges that the School of Medicine and School of Health Professions faculty will be subject to all other policies listed in the ODU faculty handbook and that the specific EVMS faculty policies enumerated here will ~~and~~ will be replaced by the corresponding ODU policies: 1) Annual Review of Faculty Performance, 2) Adjunct Faculty

Appointments and Promotions Policy, 3) Promotion Eligible Faculty, 4) Institutes and Centers at EVMS, 5) Policy on Consulting, 6) Policy on Off-Campus Speakers, 7) Academic Freedom, 8) Sabbatical Leave, 9) Process for Revising the Faculty Appointment and Promotion, Tenure, and Grounds for Dismissal Policies, 10) Visiting Faculty Policy, 11) Emeritus Faculty Appointments

Rationale both Old Dominion University and the Eastern Virginia Medical School recognize that their constituent faculties should have a voice in shaping the policies that govern their appointments, promotion, and tenure, as well as dismissal and grievances. Each institution has policies uniquely suited to its constituent faculties. One of the goals of the merger is to integrate the two faculties and jointly form a new faculty body. Over time, that integrated faculty body will have the opportunity to craft and revise policies for appointments, promotions, and tenure that will suit all its constituents. In the interim, the faculty handbook with language limiting their scope to the legacy EVMS faculty (School of Medicine, School of Health Professions) will apply to the faculty of the School of Medicine and School of Health Professions. This resolution asks the faculty senate to ratify this agreement.

Preamble to the ODU Faculty Handbook chapter which will contain the EVMS policies. While Old Dominion University and the Eastern Virginia Medical School have jointly agreed to merge, both institutions recognize that their constituent faculties must have a voice in shaping policies that govern their appointments, promotion, and tenure, as well as grievances and dismissal. It has been agreed that there will be one faculty handbook, and that the seven (7) EVMS policies for academic appointments, promotion, and tenure of its constituent faculty, as well as grievances and dismissal, enumerated in this chapter and revised to ensure the language of the policies align in changes in structure and nomenclature resulting from the merger and to provide clarity on the limited scope of the policies, will apply to the faculty of the School of Medicine and School of Health Professions. The faculty of the School of Medicine and School of Health Professions are subject to all other ODU faculty policies. These policies will remain in effect for the faculty of the School of Medicine and the School of Health Professions until such time as they are revised and updated by the Old Dominion University Faculty Senate (which will include representation from the School of Medicine and the School of Health Professions) and subsequent changes are approved by the Board of Visitors for Old Dominion University.

