

OLD DOMINION UNIVERSITY

BOARD OF VISITORS

Thursday,

The Board of Visitors of Old Dominion University held its annual meeting on Thursday, June 13, 2019, at 9:00 a.m. in the Kate and John R. Broderick Dining Commons on the Norfolk campus. Present from the Board were:

**Lisa B. Smith Retor**  
**Yvonne T. Allmond**  
**Carlton F. Bennett**  
**R. Brue Bradley**  
**Robert S. Corn**  
**Jerri F. Dikes**  
**Alton J. Harris**  
**Michael J. Henry**  
**Larry R. Hill**  
**Toyka S. Jones**  
**Kay A. Kemp**  
**Pamela C. Kirk**  
**Ross A. Mulger**  
**Donna L. Sassera**  
**Stephen Greiling** (*Student Representative*)

Absent were:

Unwanna Dabney  
Maurice D. Slaughter  
Robert M. Tata

Also present were:

John R. Broderick, President	Donna W. Meeks
Austin Agho	Harry Minium
Bruce Aird	Earl Nance
Mike Brady	Carrie Nee (OAG)
Alonzo Brandon	Brian Payne
Caitlyn Chandler	September Sanderlin
Jane Dané	Don Stansberry
Mary Deneen	Wood Selig
Gregory DuBois	Amanda Skaggs
Morris Foster	Deb Swiecinski
Velvet Grant	Rusty Waterfield
Tiffany Hampton	Jay Wright
Scott Harrison	Johnny Young



**RESOLUTION APPROVING 2019-2020 OPERATING BUDGET PLAN PROPOSAL**

RESOLVED, that upon the recommendation of the President, the Board of Visitors approves the proposed expenditure plan in the University's 2019-2020 Operating Budget and Plan Proposal.

	2019-20
EXPENDITURES	Proposed Budget Plan
E&G	
Instruction	\$155,952
Research & Sponsored Programs	\$6,742
Public Service	\$106
Academic Support	\$49,118
Student Services	



The University extended its contract with Aramark for five years through 2030. The contract includes \$100,000 per year for ten years for the scholarship fund and an additional \$9.5 million in capital funding, for a total of \$14.5 million due now through 2030. The University has also secured a sponsorship from Chartway Federal Credit Union for the Ted Constant Convocation Center arena worth \$4.25 million over ten years. The President recognized Vice President DuBois and his staff for these initiatives that will benefit students through scholarships and updated facilities.

Conference USA added the NFL Network as one of its television partners. The partnership

Ms. Skaggs presented the findings of the recent audit on Transportation and Parking Services. The audit identified reportable conditions, but these have not caused or are







materials submitted, including the above recommendations, it is my judgment that Dr. Seryi meets the standards for tenure at the rank of full professor in the Department of Physics at Old Dominion University.

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Committee members approved the resolutions on 20 faculty appointments, 14 administrative appointments, and one emerita appointment. The following resolutions were brought forth as recommendations of the Academic and Research Advancement Committee and were approved by the following members present and voting (*Allmond,*

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Lindy Brown	\$52,000	6/10/19	12 mos

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Shuai Hao Assistant Professor of Computer Science (Tenure Track)	\$97,000	7/25/19	10 mos

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

Ms. Brittney S. Harris Visiting Assistant Professor of Communication and Theatre Arts	\$58,000	7/25/19	10 mos
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Ms. Harris received a Master of Fine Arts in Acting from the University of Georgia and a Bachelor of Fine Arts in Acting from Old Dominion University. Previously she was an Instructor in Acting and Collaborative Techniques in the School of Performing Arts at Virginia Polytechnic Institute and State University.

Ms. Kristina Harrison Instructor of Marketing	\$100,324	7/25/19	10 mos
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Ms. Harrison received a Master of Business Administration from George Mason University, a dual Bachelor of Science in Finance and Accounting from Virginia Tech and is expected to receive a Ph.D. in Marketing from Old Dominion University. Previously she was an Adjunct Instructor in the Department of Marketing at Old Dominion University. (Rank will be Visiting Assistant Professor if all requirements for the Ph.D. are completed by August 1, 2019)

Dr. Samuel F. Kovacic Assistant Professor of Engineering Management and Systems Engineering (Tenure Track)	\$86,000	7/25/19	10 mos
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Dr. Kovacic received a Ph.D. in Engineering Management and Systems Engineering from Old Dominion University, an M.B.A. from Embry Riddle Aeronautical University and a B.S. in Information Systems from the University of Maryland University College. Previously he was a Supervisory IT Program Manager/Systems Engineer for Military Sealift Command at Norfolk Naval Station and an Adjunct Assistant Professor in the Department of Engineering Management and Systems Engineering at Old Dominion University.

Ms. Christine J. Mitchell Lecturer of World Languages and Cultures	\$45,000	7/25/19	10 mos
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Ms. Mitchell received an M.S. in Bilingual Education from S.U.N.Y. Brockport and a B.S. in Education from Roberts Wesleyan College. Previously she was an Adjunct Instructor and Lecturer in Spanish in the Department of World Languages and Cultures at Old Dominion University.





<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. David Einfeldt, J.D. Patent Agent and Assistant Professor	\$85,000	4/25/2019	12 mos

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

Dr. Renee Felts Assistant Vice President for Academic Initiatives and Continuing Education, and Assistant Professor	\$122,000	6/25/2019	12 mos
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Dr. Felts received a Doctorate in Higher Education Leadership from Northcentral University, a Master of Science in Education from Old Dominion University, a Bachelor of Science in Business Administration from Chowan University and a Bachelor of Sciences in Business Education from Barton College. Previously she was Vice President for Institutional Advancement and Workforce Development at Paul D. Camp Community College and Executive Director for Paul D. Camp Community College Foundation.

Ms. Melissa Ferguson Instructional Designer and Instructor	\$62,500	5/10/2019	12 mos
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Ms. Ferguson received a B.A. in Psychology from Capital University and a B.S. in Medical Technology and an M.S.Ed. in Instructional Design and Technology from Old Dominion University. Previously, she worked as a Media Specialist for the University's Center for Learning and Teaching.

Ms. Betsy Hnath Associate Director of Admissions – Marketing, and Assistant Instructor	\$61,200	5/10/2019	12 mos
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Ms. Hnath received a B.S. in Communications from Old Dominion University. Previously, she worked as a Public Relations Specialist for the University's Department of Strategic Communication and Marketing.

Ms. Amy-Leah Joaquim Assistant Director for Service-Learning, Student Engagement and Enrollment Services, and Instructor	\$45,000	5/25/2019	12 mos
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Ms. Joaquim received a B.A. in Psychology from Rutgers University and an M.S. in Higher Education from Pennsylvania State University. Previously, she worked as the Coordinator for

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Jessica Johnson Digital Shipbuilding Curriculum Coordinator, Virginia Modeling, Analysis and Simulation Center, and Instructor	\$80,000	4/25/2019	12 mos

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

Mr. Christopher Kovensky Assistant Men's Basketball Coach and Instructor	\$90,000	5/10/2019	12 mos
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Mr. Kovensky received a B.A. in Studio Art from Albright College and an M.Ed. in Sport Management from Old Dominion University. Previously, he worked as the Video Coordinator for ODU Athletics for the past eight seasons. Mr. Kovensky also served as the head coach for Monarch Nation, a network of former ODU basketball players, for one season.

Ms. Alice Laubach International Student Advisor, Office of International Programs, and Instructor	\$43,000	4/25/2019	12 mos
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Ms. Laubach received a B.A. in Music Performance from Carnegie Melon University and an M.A. in International Studies from Old Dominion University. Previously, she was an Immigration Coordinator and the Faculty-Led Study Abroad Coordinator for the Office of International Programs at Old Dominion University. (new position)

Ms. Leah MacMoyle Athletic Operations and On-Campus Recruiting Coordinator and Assistant Instructor	\$35,700	4/25/2019	12 mos
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Ms. MacMoyle received a B.S. in Recreation and Sport Management from the University of Arkansas. Previously, she worked as the Member Relations Specialist and Special Events Assistant for the Razorback Athletic Foundation in Fayetteville, AR.

Ms. LaShay McQueen Academic Enrichment Coordinator, Center for High Impact Practices, and Instructor	\$45,000	5/25/2019	12 mos
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Ms. McQueen received a B.S. in Human Services and an M.S.Ed. in Counseling from Old Dominion University. Previously, she worked as an Advisor/Success Coach for the University's Center for Major Exploration.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Drucilla Owenby Instructional Designer and Instructor	\$67,626	5/10/2019	12 mos

Ms. Owenby received a B.S. in Organizational Communication and an M.S.Ed. in Instructional





The academic ranks of lecturer, senior lecturer and master lecturer do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. These ranks are intended to meet the University's need to fill special instructional roles that differ from the traditional university faculty role, preparation, and expectation. All appointments and reappointments are contingent upon available funding.

- A. Lecturer - This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation

- a. Lecturers will undergo an annual in-depth review ~~be evaluated~~ by their department committee, as defined in the policy on "Reappointment or Nonreappointment of Faculty", section III.B.1.a., and department chairs and a recommendation will be made to the dean concerning the lecturer's reappointment on an annual basis, according to the policy on "Reappointment and Nonreappointment of Faculty."
- b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment or Nonreappointment of Faculty."
- c. If the decision by the dean is not to retain the lecturer, he or she will be notified of

dean, and other relevant materials. The chair forwards the credentials to the department promotion and tenure committee.

- b. The department promotion and tenure committee reviews the credentials, votes, and makes a recommendation. The vote should be recorded. The recommendation



teaching and professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of senior lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional or leadership role, at

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

**NUMBER:** 1402

**TITLE:** Reappointment/Annual Review or Nonreappointment of Faculty

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

I. Board of Visitors Policy

A. Nature of Appointment

1. Unless tenure has been awarded by the university, all appointments of full-time faculty are on an annual, temporary, or probationary basis, renewable one year at a time at the discretion of the university.
2. In some cases, appointments for a period of less than one academic year may be made, for example, initial appointments at mid-year or emergency one-semester appointments.

II. Guidelines

- A. Consideration of reappointment or nonreappointment will be according to a timetable distributed by the Office of the Provost and Vice President for Academic Affairs. Consideration takes place early in the second semester for faculty members in their first year of service and early in the first semester for faculty members in the second or subsequent year of service.
- B. For instructors, assistant professors, lecturers, clinical assistant professors, research assistant professors, and untenured associate professors and professors, the initial consideration will be by the departmental tenure and promotion committee unless they are in the first year and have been appointed mid-year. For senior lecturers, master lecturers, research associate professors, research professors, clinical associate professors, and clinical professors, initial consideration will be by the department chair, except for those years when the faculty member is undergoing their fifth year review (see III.B. below).
- C. In the case of financial constraints or demonstrable overstaffing of departments, the

number of probationary tenurable and nontenable faculty members in the department be reduced.

- D. Faculty members who were appointed as instructors with the expectation that the terminal degrees would be completed may not be reappointed before the award of the degree unless prior approval has been obtained from the provost and vice president for academic affairs. (See the Board of Visitors Policy and Procedures Concerning Academic Rank and Promotion in Rank.)
- E. If the critical requirements of the position of a probationary tenurable faculty member are changed so as to affect the primary duties expected of the faculty member, and hence his or her consideration for tenure, the faculty member shall be fully and promptly informed of the changes in writing at least one semester before the changes are implemented.

### III. Procedures

#### A. Reappointment or Nonreappointment of Probationary Tenure-Track Faculty

1. The departmental promotion and tenure committee and all subsequent persons considering the case will take into consideration the formal evaluations of the faculty member's performance by the chair and the dean, faculty information sheets, and any other relevant data, as well as the needs of the department.
2. These procedures will be suitably adapted for faculty members who hold interdisciplinary, interdepartmental or joint appointments or who hold appointments in a department with two or fewer tenured faculty members. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans concerned and the provost and vice president for academic affairs.
3. Each department conducts an annual review of the probationary tenure-track faculty in that department. This review is based on the performance of the individual faculty member and the needs of the department and is initially conducted by a committee consisting of tenured members of the department.
4. The departmental promotion and tenure committee recommends to the chair one of the following actions:
  - a. That the faculty member be considered for tenure through normal channels, if a sufficient probationary period has elapsed. (In this case, the faculty member is considered for tenure through the normal tenure procedures, and the remainder of this section does not apply.)
  - b. That the faculty member be offered an additional annual contract without tenure.





- b. ~~In the case of~~For senior lecturers, ~~and~~ master lecturers, ~~clinical associate professors, and clinical professors,~~ the annual review is ~~conducted~~initiated by the chair followed by the dean. In lieu of this annual review, and if not applying for promotion, Eevery ~~six five~~ years senior lecturers and master lecturers nontenure-track faculty will instead undergo ~~an~~more in-depth evaluations that ~~is~~are initiated initially conducted by a committee consisting of tenured members of the~~at~~ department followed by the chair and dean.
- c. For clinical associate professors and clinical professors, the annual review is conducted by the chair followed by the dean. In lieu of this annual review, and if not applying for promotion, every six years clinical associate professors and clinical professors will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department followed by the chair and dean.
2. For lecturers and clinical assistant professors and for all nontenure-track faculty undergoing an in-depth sixth-year evaluation, the departmental committee recommends to the chair one of the following actions<sup>144</sup> m

- b. Notice of the dean's decision concerning reappointment or nonreappointment of nontenure-track faculty members shall be according to the following schedule:
  1. Not later than March 1 of the first academic year of service.
  2. Not later than December 15 of the second or subsequent academic year of service.

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Committee members approved by unanimous vote the proposed changes to the policy on Promotion in Rank. The proposed changes are intended to clarify sections of the policy related to participation and voting requirements at the various levels of the review process and the addition of materials to a promotion candidate's file. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was unanimously approved by all members present and voting (*Allmond, Bennett, Bradley, Corn, Dickseski, Henry, Harris, Hill, Jones, Kemper, Kirk, Mugler, Scassera*).

**APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON  
PROMOTION IN RANK**

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

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

A summary of the changes to the policy on Promotion in Rank is available at the following link: [http://www.berkeley.edu/academic-research-advancement-committee/policies-and-procedures/policies-on-promotion-in-rank](#)

- Clarification throughout the policy that it refers to promotion to full professor, except for the separate sections on research faculty, clinical faculty and part-time faculty.

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

2. External reviewers with academic positions must hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair (or designee, see 1 above) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or designee) will provide the list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. As a general rule, external reviewers should not be co-authors or former mentors of the candidate. The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for promotion.
3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain

- C. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above. Only faculty holding the rank of full professor are eligible to deliberate, review, or otherwise participate and vote on candidates for promotion to full professor.
1. In the case of large departments, the faculty members in the rank being considered or a







included in the committee recommendation and the minority must be given the option to write the minority opinion.

- I. On the basis of all the evaluations and recommendations presented, and after consultation with staff, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. The decision of the provost and vice president for academic affairs will consist of one of the following:
  1. promotion
  2. deferral
- J. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.
- K. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.
- L. All promotions are reported by the president to the Board of Visitors.
- M. Copies of the recommendations by all committees, chairs, deans and the provost and vice president for academic affairs shall be provided to the faculty member being considered for promotion. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her promotion file at any stage, or up until April 1, to the provost and vice president for academic affairs.
- N. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.

### III. Research Faculty

- A. Promotion to the rank of research professor from the rank of research associate professor and promotion to the rank of research associate professor from the rank of research assistant professor shall be upon the recommendation of the department,





- The requirement that committee members at all levels (department, college and University committees) participate (either in person or remotely) in the deliberation of the committee in order to vote.
- The addition of language prohibiting proxy votes or votes submitted by non-secure means.

**NUMBER:** 1411

**TITLE:** Tenure

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

I. Purpose of Tenure

The main purposes of tenure are to protect academic freedom and to enable the University to attract and retain a permanent faculty of distinction in order to accomplish its mission. For these reasons, tenure is usually awarded only after a suitable probationary period, and the decision to award tenure is based both on the merit of the individual faculty member and on the long-term needs and mission of the department, the college, and the University.

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- D. Since tenure is granted as a faculty member in an academic department or program, the award of tenure does not imply continuance in any full-time or part-time administrative position, nor does it imply continuance of any specific work assignment within or outside the department in which tenure is granted.

### III.

1. That the faculty member submits a request in writing to the department chair.  
The department chair and the dean shall forward the request with a

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eliminated, and an initial tenure appointment may be recommended to the Board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used. (Please refer to the policy on Initial Appointment of Teaching and Research Faculty for additional information on an initial appointment with tenure.)

2. A faculty member initially appointed to the rank of associate professor may be considered for tenure in the fourth year of service and would be notified of a tenure decision according to the schedule in the Teaching and Research Faculty Handbook. If tenure is approved, a tenure contract will be offered for the fifth year. In addition, the probationary period for an associate professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.
3. A faculty member may apply for early consideration for tenure, if the faculty member believes that he or she has met or exceeded the expectations of quantity and quality of achievements for teaching, scholarship, research, and service needed to qualify for tenure before the end of the normal probationary time period. The criteria for the award of tenure for such faculty will be the same as those who apply after the normal probationary time period. A faculty member who applies for early consideration for tenure and is denied tenure will be offered a terminal contract for the ensuing year. It is the sense of the Board of Visitors that only demonstrably exceptional faculty will be awarded tenure under this clause.

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

- A. The following criteria are used in the evaluation of every candidate for tenure. Each faculty committee and administrator considering a tenure case must specifically address each of these criteria as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. Committee votes must be recorded in the recommendations. In cases in which a vote is not unanimous, reasons for negative votes must be included.
- B. Criteria to be used are as follows:
  1. Since tenure may be awarded only to faculty members who hold the rank of associate or full professor or who are being simultaneously appointed to one of

those ranks, any faculty member awarded tenure must meet the minimum requirements for the rank of associate professor.

2. Merit - Merit of the faculty member in teaching, research and service over the entire probationary period and the contributions made by the faculty member in these areas to the University. Scholarly and teaching activity up to six years before the tenure decision should be considered, which can include activity at another accredited institution of higher education or national research institutions. (For definition of teaching, research, and service and a discussion of methods of evaluation, see policies and procedures concerning evaluation of faculty members, evaluation of teaching, evaluation of scholarly activity and research, and evaluation of service.) In addition to information supplied by faculty information sheets, the chair's evaluation and other material presented by the department, an opportunity shall be made available for the faculty member to provide in writing any other material in support of the tenure candidacy. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for tenure. The evidence should address the quality of the journals and the reputation of book and other such publishers. In case of material developments, additional documentation may be added to the portfolio before the conclusion of the evaluation process with the concurrence of the department chair and dean.

External evaluation of the quality of the faculty member's research performance will be required from nationally recognized experts in the faculty member's field. Candidates for tenure are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. Candidates for tenure should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.

- a. A curriculum vita will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For tenure of department chairs, the responsibility belongs to the dean.
- b. External reviewers will be asked to evaluate all submitted material mailed to them based on the department's approved criteria for the evaluation of scholarly activity and research. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
- c. All candidates for tenure and promotion will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers



alternately from the lists of the department promotion and tenure committee and of the candidates.

3. The determined long-term needs of the department, college, and University, including at least the following:
  - a. The long-term enrollment of the department.
  - b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department in terms of the mission of the department, the college, and the university.
  - c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)
4. No person can be awarded tenure unless convincing evidence is provided of effective teaching.
5. No faculty member can be awarded tenure unless convincing evidence is provided of successful performance in scholarly activity and research, as judged by the department's approved criteria for the evaluation of scholarly activity and research. It is the faculty member's responsibility to include these criteria in the research portfolio submitted to external reviewers and in the data file submitted internally. If these criteria changed during the faculty member's probationary period, he or she can choose which version to submit. All evaluations of the faculty member's research and scholarly activity, at every stage of the tenure process, should be guided by these criteria.

#### V. Procedures for Tenure Consideration

- A. The provost and vice president for academic affairs, fifteen months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching, and explain what procedures should be followed by those wishing to be considered for tenure.
- B. The initial steps of the review process are normally conducted by the chair of the department or unit with which the candidate for tenure is affiliated, assuming the chair has tenure. If the chair is not tenured, he or she may not be involved in any aspect of the tenure decision. In that case, the dean of the college housing the department should appoint a tenured member of the department in question to act in

the chair's stead. This faculty member shall not take part in any deliberations or votes of the departmental, college or University tenure committee. If the candidate for tenure is the chair of a department, the dean shall conduct the initial steps of the review process but will not write a separate recommendation at the departmental level.

C. External review process

1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair or his/her replacement if the chair is not tenured (see section V.B.).
2. External reviewers with academic positions will hold the same rank or higher than

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1. The tenured faculty of a department may determine that a tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the chair (or replacement, see section V.B.). In this case, the entire full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee.
2. In departments where fewer than three members are tenured, the dean, in consultation with the chair (or replacement, see section V.B.), will appoint enough additional tenured faculty members to form a committee of at least three members.
3. No dean, associate dean, assistant dean, or other full-time administrator or department chair (or replacement, see section V.B.) shall attend or participate in the deliberation of the departmental, college, University Promotion and Tenure Committee, or the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.
4. The college committee shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by

7. In order to ensure transparency, fairness, and equity in the internal review process, a faculty member or administrator who participates in the tenure process must disclose any potential conflict of interest that might undermine the credibility of the process. The chair of the department (or replacement, see section V.B.) will work in consultation with the dean of the college to decide whether the person should be excluded from serving on the review committee.
8. The faculty member under consideration is informed whenever a committee is considering tenure and is given an opportunity to submit a statement (in electronic form) to the Provost's Office in support of their tenure case, or to correct any factual misinformation in previous recommendations. The Provost's Office will add such statements to the candidate's file.
- 8.9. In case of material new accomplishments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the dean. Such additional material must be clearly marked as such and dated at the time of addition to the tenure file by the Provost's Office. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual (e.g. dean) who first see this new material.
- E. The committee or group of tenured faculty makes its recommendations to the chair (or replacement, see section V.B.). All ~~eligible~~ committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write a minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. Considering this recommendation, the chair (or replacement, unless the dean is acting in the chair's stead, see section V.B.) makes an additional evaluation and recommendation concerning tenure. A copy of that review and recommendation letter will be sent to the faculty member and the dean by the chair of the department.
- F. If either the tenured faculty (or their committee), or the chair (or replacement, see section V.B.), or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair (or replacement, see section V.B.) are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. All eligible committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's tenure application are defined in section V.D.4. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the

minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee.

- G. If neither the departmental committee nor the chair (or replacement, see section V.B.) recommends tenure for the faculty member, tenure is not granted in the ensuing year. The faculty member is given a terminal contract for the ensuing year unless a further review is requested.

If the faculty member requests further review, all materials, including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. All committee members should vote yes or no through a secret ballot. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. The dean then makes a decision concerning tenure and informs the faculty member.

If either CID 14 amendments, s(n. )TJ03[(an)-4 (d)B(ith)2 (e)(n)-10 (s)-1 (ui)-Pf c 0.19 Tw ll03[g

same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair (if tenured) and dean concerned.

- K. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act o4 (s)-1id

four state-wide nodes. He also discussed ODU's opportunities through the new Virginia Institute for Spaceflight and Autonomy.

### **ADMINISTRATION & FINANCE COMMITTEE**

The Rector called on Mr. Hill for the report of the Administration & Finance Committee. Mr. Hill reported that Ms. Deb Swiecinski, Associate Vice President for Financial Services, presented a resolution that will authorize up to \$55,815,000 in 9(c) bond financing for the new residence hall. The following resolution was brought forth as a recommendation of the Administration and Finance Committee and was unanimously approved by all members present and voting (*Allmond, Bennett, Bradley, Tc* ~~Ø~~ (A)1 (IT)2 n, T

WHEREAS, for Old Dominion University (the “Institution”), such revenue-producing capital projects include construction of a New Residence Hall, 221-18101 (each individually, a “Project” and, collectively, the “Projects”); and

WHEREAS, the Treasury Board is proposing to sell and issue bonds or bond anticipation notes pursuant to the Acts for such revenue-producing capital projects, in one or more series;

NOW, THEREFORE, BE IT RESOLVED BY THE RECTOR AND VISITORS OF Old Dominion University:

Section 1. The Board of Visitors of the Institution (the “Board”) requests the Treasury Board to sell and issue bonds (the “Bonds”) or bon/ 6 (r)-4 (d)d[(4m(ue)415 0 8m(S)B011(he)4 ( .17Bio,13 ( e





Section 10. The Board covenants that for so long as any of the Bonds are outstanding the Institution will not enter into any operating lease, management contract or similar agreement with any person or entity, other than a state or local governmental unit, for all or any portion of any of the Projects without first obtaining the written approval of the State Treasurer and an opinion of nationally recognized bond counsel acceptable to the Treasury Board that entering into such agreement will not cause the interest on the Bonds to be included in the gross income of the owners thereof for federal income tax purposes.

Section 11. The Board covenants that for so long as any of the Bonds are outstanding, the Institution will not sell or dispose of all or any part of any of the Projects without first obtaining the written approval of the State Treasurer and an opinion of nationally recognized bond counsel acceptable to the Treasury Board that such sale or disposition will not cause interest on the Bonds to be included in the gross income of the owners thereof for federal income tax purposes.

Section 12. The officers of the Institution are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the sale and issuance of the Bonds.

Section 13. The Board acknowledges that the Treasury Board will rely on the representations and covenants set forth herein in issuing the Bonds, that such covenants are critical to the security for the Bonds and the exclusion of the interest on the Bonds from the gross income of the owners thereof for federal income tax purposes, that the Board will not repeal, revoke, rescind or amend any of such covenants without first obtaining the written approval of the Treasury Board, and that such covenants will be binding upon the Board so long as any of the Bonds are outstanding.

Section 14. This resolution shall take effect immediately.

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Ms. Tara Saunders, Executive Director of the Real Estate Foundation, briefed the Committee on the new wayfinding signage on Monarch Way. Mr. Todd Johnson, Assistant Vice President for Auxiliary Services, provided an overview of the new retail dining facilities planned or underway in the University Village, Webb Center and around campus. He also reviewed the updated concessions for Kornblau Field at S.B. Ballard Stadium.

In his report to the Committee, Vice President DuBois provided an update on the University's new partnership with PNC bank, non-capital summer projects, and the North Colley Avenue/ODU Business Area initiative.

Chief Rhonda Harris provided an overview of campus safety initiatives in light of the recent tragedy at Virginia Beach Municipal Center. Mr. David Robichaud, Director of Design and Construction, updated the Committee on the Capital Outlay Projects. Ms. Maggie Libby, Associate Vice President for Advancement-Foundations, presented the Educational Foundation's Investment Report.

**STUDENT ENHANCEMENT AND ENGAGEMENT COMMITTEE**

~~The admissions policies of the university are a matter of institutional choice. However, the university will not consider race, sex, color, age, religion, national~~



3. Honorary and professional organizations may restrict their membership on the basis of clearly established and published criteria that have been approved [by the University](#) as part of the recognition process.
4. The facilities and services of the institution shall be open to all enrolled students through established procedures and [used](#) in accordance with ~~the~~ [University's Policies on 3200, "Use of Facilities and Grounds" and 1700, "University Demonstrations Policy."](#)

B. Freedom of Inquiry and Expression

C. Student Media

1. Student media shall be free of censorship and advance approval of copy.
2. ~~Editors and managers of student media shall be removed only for proper and stated causes, and then only by orderly and prescribed procedures. The responsibility for the removal of editors and managers shall lie with the agencies responsible for their appointments.~~
2. All st

~~B.—Investigation of Student Conduct~~



**UNIVERSITY ADVANCEMENT COMMITTEE**

The Rector called on Ms. Jones for the report of the University Advancement Committee.  
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BE IT FURTHER RESOLVED, that this Resolution be spread across the minutes of the Board of Visitors and an appropriately framed copy be presented to Harvey Lindsay and his family and signage be prominently displayed outside of the facility.

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Vice President Alonzo Brandon presented dashboard items measuring productivity in the area of University Advancement including fundraising initiative totals and the breakdown per foundation, college, giving level and constituent type. He also gave a year-in-review for University Advancement including accomplishments in fundraising, community engagement, foundations and alumni events.

**CLOSED SESSION**

The Rector recognized Mr. Henry, who made the following motion, “Madam Rector, I move that this meeting be convened in closed session, as permitted by Virginia Code Section 2.2-3711(A) (1), for the purpose of discussing the evaluation and compensation of the President of the institution.” The motion was duly seconded and unanimously approved by all members present and voting (*Allmond, Bennett, Bradley, Corn, Dickson, Dicksu5iic80Td(e)n t)2(s)5 ( p)4(r)1()4( C)a ( )TJQuo1(n t)2*)

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