



TO: Board of Visitors Governance Committee Members

Jerri F. Dickeski, Chair  
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Robert S. Corn  
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Armistead D. Williams, Jr.

FROM: Ashley Schumaker  
Chief of Staff and Vice President for Strategic Operations

DATE: September 27-10 MA  
2. Administration and Finance Committee  
3. Athletics Committee  
4. Audit, Compliance, and Human Resources Committee  
5. Student Enhancement & Engagement and Digital Learning Committee  
6. University Advancement and University Communications Committee

D. Proposed Policy Revisions (Action Item)

1. 1107 – Board of Visitors Meeting Scheduling and Procedures
2. 1402 – Reappointment/Annual Review or Nonreappointment of Faculty
3. 1411 – Tenure

E. Proposed Bylaws Revisions (Discussion/Action Item)

1. Section 4.02.d – Audit, Compliance, and Human Resources Committee
2. Section 4.02.f – Student Enhancement & Engagement and Digital Learning Committee
3. Section 4.02.g – University Advancement and University Communications Committee

F. Next Steps

# **Board of Visitors for Old Dominion University Academic and Research Advancement Committee Charter**

University. This charter broadly defines the Committee's roles with respect to ensuring the quality of the education and research offered by the University, and reviewing and approving academic policies and standards, programs, and faculty personnel appointments and actions.

## **Membership**

The chair and members of the Academic and Research Advancement Committee shall be appointed by the Rector of the Board of Visitors after consultation with the parties involved.

The Rector shall be advised by the Board of Visitors for alternative committees. The Rector shall ensure the quality of the University including but not limited to, academic policies and faculty personnel actions.

## **Committee Responsibilities**

Actions that fall under the purview of the committee include but are not limited to:

- a. Review and recommend to the full Board on the academic plans, important academic and research initiatives, and the University
- b. Review and recommend to the full Board on awards and honorary degrees
- c. Review and recommend to the full Board on faculty personnel sanctions, and procedures.
- d. Review and recommend to the full Board on administrative appointments.
- e. Review and recommend to the full Board on emeritus/retirees and administrators.
- f. Review and recommend to the full Board faculty to be
- g. Review and recommend to the full Board on faculty members and representatives to each of the following standing committees: Academic and Research Advancement Committee, Administrative

Athletics Committee, Audit & Compliance Committee, Student Enhancement & Engagement Committee, and University Advancement Committee.

- h. Review and recommend to the full Board on the initiation of new degree programs and termination of programs.
- i. Review and recommend to the full Board on approval of new policies or revisions to existing policies governing academic and research matters.
- j. Review and recommend to the full Board on the dual employment of immediate family members at the University.
- k. Review and recommend to the full Board on the establishment of academic departments, schools, and colleges and name changes for these units.
- l. Respond, on behalf of the Board, to requests from faculty for review of negative tenure decisions and appeals of major sanctions. In the case the committee recommends in favor of tenure, this must be approved by the full Board. A negative decision in granting tenure or an appeal thereof is final.

### **Meetings**

The Academic and Research Advancement Committee shall meet as often as deemed necessary by the Committee Chair normally four times per year. An annual calendar will be established.

### **Annual Review of Activities**

Each year, the committee will receive the Annual Report on Committee Actions.

### **Staff to Academic and Research Advancement Committee**

Chief Academic Officer [Provost]

Vice



Board of Visitors  
Old Dominion University  
Administration and Finance Committee Charter

Purpose and Authority

The Administration and Finance Committee supports the Board's responsibilities for the budget process, accountability, and fiscal efficiency in general. The Committee is responsible for making recommendations to the Board on matters pertaining to the purchase, lease, sale, construction, and maintenance of University-owned or controlled land and buildings; on fiscal policies; oversight of the fiscal accounts and operations of the University, including budget, investments, and the impact of the foregoing on the University's overall fiscal condition, mission, and purpose.

The Committee has such authority as provided for Board of Visitors By-Laws: § 4.02. Standing Committees.

Composition

The Chairs and members of the committee shall be appointed by the Rector and shall serve until their successors have been duly appointed. Standing Committee chair vacancies (versus temporary absences) may be filled at any time by appointment of the Rector. A quorum of each of the standing committee shall consist of three voting committee members. The Rector and Vice Rector are deemed committee members for all purposes, including

tuition and mandatory fees and room and board rates of the university

- x The Six-Year Operating and Capital Plans
- x Capital Improvement Projects and Issuances of Debt Financing
- x University Master Plan
- x Emergency Management and Campus Security Plans
- x The purchase, lease, or sale of university-owned or controlled land and buildings

#### Receive Reports and Information Pertaining to:

- x The Audited Annual Financial Statements
- x The Annual Debt Management Report
- x Financial Performance Report
- x Foundation Investment Performance and Outlook
- x Capital Outlay Progress Report
- x Small, Woman Owned and Minority (SWaM) Businesses Dashboard
- x Commonwealth Performance Measures Dashboard
- x Public Safety and Campus Security Dashboard
- x Campus Facilities and Beautification
- x Enterprise Risk Management Report

#### Other Responsibilities

- x Perform other activities related to this Charter as required by the Board of Visitors.
- x Review and assess the adequacy of the Committee Charter annually, requesting board approval for proposed changes, and ensure appropriate disclosure as many be required by law or regulation.
- x Chair shall evaluate the Committee's performance and individual member participation on a regular basis.

#### Meetings

Meetings of the Committee will occur in conjunction with regular meetings of the Board of Visitors, which happen no less frequently than four (4) times each year on such dates and in such places as may be set by the Rector and the Board of Visitors. The Committee will have the authority to convene additional meetings as circumstances require. All Committee members are expected to attend each meeting. The Committee will invite members of management, or others, to attend meetings to provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared and distributed in advance of subsequent meetings.

#### Administrative Liaison

The Vice President for Administration and Finance will serve as the administrative liaison to the committee and will work with the chair and the president in the development of meeting agendas, preparing meeting minutes, and any other support as needed.

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# OLD DOMINION UNIVERSITY

## AUDIT AND COMPLIANCE COMMITTEE CHARTER

### PURPOSE AND AUTHORITY

To assist the Board of Visitors in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the internal and external audit processes, and the University's process for monitoring compliance with laws and regulations and the code of ethics. In so doing, it is the responsibilities of the Committee to maintain free and open communication among the Committee, independent auditors, internal auditors, Compliance Advisory Committee, and management of the University. The Committee has such authority as is provided for in the Code of Virginia, the Board Bylaws and as assigned by the Board as a whole.

### COMPOSITION

The Audit and Compliance Committee will consist of an odd number of members of the Board of Visitors. Committee members and the chair shall be appointed through the normal processes as defined in the Board Bylaws. Members of the Audit and Compliance Committee should have some basic knowledge of generally accepted accounting procedures and financial reporting and controls. Members of the Audit and Compliance Committee may serve on the Administration and Finance Committee; however, a majority of the Audit and Compliance Committee may not serve on the Administration and Finance Committee. The Chair should also not serve on the Administration and Finance Committee.

### MEETINGS



## RESPONSIBILITIES

The Committee's general responsibilities are defined in Section 4.02 (d) of the Board Bylaws: "The Committee is responsible for (1) oversight of financial reporting and financial statement matters and any critical accounting and reporting issues; (2) reviewing annually the audited financial statements with the external auditors, determining that the administration has been open and has acted in good faith in connection with the audit; (3) oversight of the internal audit function, including receiving reports and approval of the annual audit plan; and (4) oversight of the University's compliance function."

More specifically, the below are some of the duties of the Committee:

### Financial Statements

- x Receive entrance and exit communications with the external auditors regarding their annual audit of the University and any other communications as necessary.
- x Review with management and the external auditors the results of the audit, including any difficulties encountered.

### Internal Control

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# OLD DOMINION UNIVERSITY STUDENT ENHANCEMENT AND ENGAGEMENT COMMITTEE CHARTER

## PURPOSE AND AUTHORITY

To assist the Board of Visitors in fulfilling its oversight responsibilities for the student quality of life, fiscal affordability, enrollment, and student engagement and success. The Committee has such authority as is provided for in the Code of Virginia, the Board Bylaws and as assigned by the Board as a whole.

## COMPOSITION

The Student Enhancement and Engagement Committee will consist of a number of members of the Board of Visitors. Committee members and the chair shall be appointed through the normal processes as defined in the Board Bylaws.

## MEETINGS

The Student Enhancement and Engagement Committee Meetings will occur in conjunction with regular meetings of the Board of Visitors, which happen no less frequently than four times each year on such dates and in such places as may be set by the Rector and the Board of Visitors. The Committee will have the authority to convene additional meetings as circumstances require. All committee members are expected to attend each meeting in person, by phone, or videoconference. An annual calendar will be established. The Vice President, in collaboration with the Chair, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members at least 7 days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee, reviewed by the committee chair, and approved by committee members at the following meeting.

## RESPONSIBILITIES

The Student Enhancement and Engagement Committee supports the Board's responsibilities for ensuring student quality of life, fiscal affordability, enrollment, and student engagement and success. The Committee's general responsibilities are defined in Section 4.02 of the Board Bylaws:

The Committee is responsible for

- x Making recommendations to the Board on matters and policies pertaining to students and shall continuously assess and appraise the quality of student life.
- x Reviewing policies relating to student rights, responsibilities, conduct, and discipline, including matters related to the Code of Student Conduct
- x Considering issues concerning student organizations and their funding, extracurricular activities (including intramural athletics), and matters related to student government and

appropriate student participation in University governance by all types of students and on student recruitment and admissions criteria and policies.

- x Maintaining awareness of the issues impacting the student experience.
- x Annually recommending appointments including the student representatives to the Board, the State Council of Higher Education's Student Advisory Committee, and the Student Engagement & Enrollment Services Leadership Council (Board Policy 1104).

Actions that fall under the purview of the committee include are not limited to:

- x Student Success Assuring the high quality of student life necessary to ensure that higher education achievement can take place in an environment conducive to a high level of learning, including the release of student records (Va. Code §23.1-1303 B.5) and posting a list of required textbooks (Va. Code §23.1-1308 B).
- x Admissions - Establishing regulations or institution policies for the acceptance and assistance of students (Va. Code §23-03 B.2) and agreements with associate-degree granting public institution of higher education (Va. Code §§20.7 and 23.1-1306).
- x Financial Aid -Enforcing provisions related to eligibility for financial aid (Va. Code §23.1-1303 B.3).

#### Reporting Responsibilities

- x Regularly report to the Board of Visitors about committee activities, issues, and related recommendations.
  - x Provide an open avenue of communication between the Student Enhancement and Engagement Committee, student representatives to the Board, the State Council of Higher Education's Student Advisory Committee, the Student Engagement & Enrollment Services Leadership Council, and the State Council of Higher Education's Student Advisory Committee.
- Other Reporting Responsibilities (he)4 (r)3 (-)

## Board of Visitors University Advancement Committee Charter

The University Advancement Committee of the Board of Visitors is charged with informing and advocating within the Board issues that relate to advancing the priorities of the University through active involvement with alumni engagement and development. This Committee shall consider and recommend for approval policies and programs relating to philanthropic giving, fundraising initiatives, and alumni engagement and shall make appropriate recommendations to the Board of Trustees. The Committee shall also recommend to the board the naming of anything associated with the University, including, but not limited to, academic colleges, buildings, buildings spaces or areas in recognition of benefactors in affiliation with University Advancement (Board Policy 1810).

### Staff Officer

The Vice President for University Advancement shall serve as Staff Officer of this Committee.

### Meetings

The University Advancement Committee Meetings will occur in conjunction with regular meetings of the Board of Visitors, which happen no less frequently than four times each year on such dates and in such places as may be set by the Rector and the Board of Visitors. The Committee will have the authority to convene additional meetings as circumstances require. All committee members are expected to attend each meeting— either in person, by phone, or videoconference. An annual calendar will be established. The Vice President in collaboration with the Chair, shall be responsible for developing agenda and materials for the board with the chair of the committee. Minutes of all meetings shall be prepared by the Staff Officer and minutes shall be approved by the Committee at the following meeting. Minutes will also be approved to the Executive Committee of the Board. The Chair will make regular reports at the following Board meeting.

### Committee Responsibilities:

1. Review and recommend fundraising programs which are necessary to enable the University to carry out its purpose, to ensure consistency with and contribution to the mission and goals of the University. These include development, advancement services and alumni engagement.
2. Affirm fundraising goals established by the Advancement Division and advocate and/or endorse them in overall University priorities, laying a clear path for fundraising to be established either annually or in multi-year campaign efforts.
3. Provide advice and counsel to the Board regarding new fundraising initiatives or campaigns.

4. Make recommendations regarding financial expectations for trustee annual giving and capital campaign commitments.
5. Actively engage in Board solicitations, with Committee members setting leadership example by making the first commitments to any fundraising campaign.
6. In collaboration with the President and Vice President of University Advancement, provide leadership in identifying prospects, cultivating, soliciting, and closing leadership gifts.
7. Host and/or represent the Board at cultivation and stewardship events of the University.
8. Review all activities on an annual basis to ensure the University Advancement Office is pursuing industry best practices.
9. Assist the University Advancement Office in identifying new and innovative ways to engage and thank donors.
10. Ensure alumni engagement activities are aligned with institutional priorities.
11. Report regularly on its activities to the Board of Trustees.

NUMBER: 1107  
TITLE: Board of Visitors Meeting Scheduling and Procedures  
APPROVED: April 11, 2003; Revised June 12, 2014; Revised September 14, 2021  
SCHEDULED REVIEW DATE: September 2026

All meetings of the Board of Visitors shall be conducted in accordance with the Code of Virginia, the Board's Bylaws, Board Policies and Procedures, and Robert's Rules of Order Newly Revised in order of descending precedence. University Counsel shall serve as ~~Board~~ ~~Chairman~~ for purposes of interpreting Robert's Rules of Order Newly Revised. The University Counsel shall attend all open and closed meetings and committee meetings except those where the President is being evaluated or presenting portions of his/her Annual Report dealing with the evaluation of university officers, unless otherwise directed by the Attorney General in accordance with Code §23.1-1303.B.1.iii

The following procedures for regular meetings of the Board of Visitors shall generally be followed consistent with

of the Board. Special meetings may be called by the Rector or the Vice Rector in his/her absence or disability, or by any three members. In addition to the date, time and location of the meeting, the purpose of the meeting must also be stated in the notice.

### Meeting Agendas

Matters to be placed on the Board's regular and special meeting agenda and requests for public comment shall be brought to the attention of the Rector or the President in writing at least 15 days in advance of the meeting at which the issue is to be addressed or public comment accepted. The purpose of the agenda process is to ensure that relevant issues requiring Board action are identified; that items brought before the Board have been fully analyzed and briefed; and that issues requiring Board action contain alternative recommended courses of action, if possible, to be considered for approval.

1. As part of this process, the Rector shall consult with his/her active committee chairs, Board representatives, and staff, and consider written requests of interested parties. The President shall consult with his/her principal staff, other appropriate parties, and consider written requests. Based on these consultations, the Rector and President shall then set the agenda.
2. Chairs of standing committees shall set their respective committee agendas with the responsible University administrator.
3. Reports of invited representatives and anticipated issues or resolutions requiring Board decisions under unfinished and new business and the point or points during the meeting where public comment will be accepted will be specified in the published meeting agenda. Such agenda shall be distributed to all Board members at least seven days prior to each regularly scheduled Board meeting.
4. Supplementary agenda items originating after distribution of the pre-meeting agenda shall be provided to all Board members as soon as they are identified.
- 5.



Motion for Closed Session, if any  
Reconvene in Open Session and Freedom of Information Act Certification  
Call for Unfinished Business  
Call for New Business  
Adjournment

### Public Comment

Public comment shall be taken upon request of interested parties to an agenda issue. The request must be made in writing via the Executive Secretary to the Board and the Rector and President in accordance with the timeline provided in the meeting notice. Points at which public comment will be accepted shall be specified in the published meeting agenda.

### Closed Meetings

While convened in closed meetings, board members must be confident that they may engage in full and open discussion of legitimate closed meeting topics without fear or concern that comments or statements made therein will be revealed or disclosed outside the presence of the convened body. All board members and invited guests present during closed meetings should be mindful that the confidentiality of discussions is dependent on informed recognition of the confidential and potentially sensitive nature of such dialogue. Disclosure of information or documents including "working papers," revealed or discussed in closed meetings represents a breach of the confidentiality on which board members are legitimately entitled to rely. Additionally, unauthorized disclosures of closed meeting information could have the effect of inhibiting subsequent closed meetings.

The following requirements apply to closed meetings:

1. The Board must take a recorded vote in an open meeting approving a motion that identifies the subject matter and purpose of the closed meeting and cites the applicable exemption from open meeting requirements as authorized in Virginia Code §2.2-3711. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the authorized exemptions or the subject matter of the closed meeting is not sufficient to satisfy the requirement for holding a closed meeting.

This provision does not apply to closed meetings of the Board held solely for the purpose of interviewing candidates for the position of president. Prior to any such closed meeting, the Board shall announce in an open meeting that such closed meeting will be held at a disclosed or undisclosed location within 15 days thereafter.

2. The Board must restrict its discussion during the closed meeting only to those matters specifically exempted and as identified in the motion.
3. At the conclusion of the closed meeting, the board must immediately reconvene in an open meeting and take a vote certifying that to the best of their knowledge, only public business matters lawfully exempted and as were identified in the motion were heard, discussed, or considered. If a board member believes that there is a departure from these requirements,



4. In accordance with Robert's Rules of Order Newly Revised, the Rector shall not vote on any issue except in the case of a tie. Committee chairs, however, are allowed to vote on all issues.

### Meeting Minutes

Minutes should record action taken, policies adopted, resolutions passed, and discussions by the Board. Minutes shall be taken at all open regular, special, working session, ~~and~~ committee meetings as prescribed by the Freedom of Information ~~Act~~ (2.2, Chapter 37 of the Code of Virginia). Minutes shall include the date, time, and location of the meeting, the members of the public body recorded as present or absent, a summary on the discussion of the matters proposed, deliberated ~~or~~ decided, and a record of any votes taken.

These minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records are public records and subject to the provisions of the Freedom of Information Act. Audio recordings shall be retained for three years and shall be available to the public. Minutes or audio recordings of closed meetings may be taken at the discretion of the Board by an approved motion to do so. Minutes of closed meetings, including drafts and audio or audio/visual records, are not public records and are protected by the Freedom of Information Act. Minutes requirements for electronic communication meetings ~~are~~ described in the next section.

Draft minutes are considered public documents under the Freedom of Information Act. Since they are papers designed to produce a finished document and may be incomplete or incorrect, they shall be clearly marked as drafts, handled with care, and destroyed when the minutes are approved. Draft minutes shall be posted as soon as possible but no later than 10 working days after the conclusion of the meeting. The Executive Secretary to ~~Board~~ shall notify the Board when draft minutes have been posted. ~~If~~ there are substantive errors, the draft minutes may be corrected by members by making a motion to correct the minutes on the agenda for the next regular meeting of the Board. Typographical errors can be forwarded to the Secretary for correction. Final approved minutes shall be posted within three working days of approval by the Board.

### Participation in Board of Visitors Meetings by Electronic Means of Communication in the Event of Emergency or Personal Matter or Certain Disabilities

~~The general policy of the Board is that~~ Unless a state of emergency has been declared by the Governor, the Board will meet in person with a quorum of ~~Board~~ Board members must be physically assembled to conduct a ~~the~~ meeting of the ~~board~~ Board or its committees. Individual board members may participate electronically only under specific conditions as provided in accordance with ~~Code § 2.2-3708.2 Va. Code § 2.2-3708.3 and this policy.~~

1. A member of the Board of Visitors may participate in a meeting through electronic means of communication from a remote location that is not open to the public only as follows:

- A. On or before the dMC 1 .6.76 228.36 7.8 0.6 re 50 0 12 72 1i/Artifact BMC 7831 scn 0 Tc 0





NUMBER: 1402

TITLE: Reappointment/Annual Reviewor  
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); Revised June 13, 2019 (eff. 7/1/19); Revised June 18, 2020 (eff. 7/1/20)

SCHEDULED REVIEW DATE: June 2025

I. Board of Visitors Policy

A. Nature of Appointment

1. Unless tenure has been awarded by the university, all appointments to full 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 one-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 sixth review (see III.B. below).
- C. In the case of financial constraints or demonstrable overstaffing of departments, the dean or the provost and vice president for academic affairs may require that the number of probationary tenurable and nontenable faculty members in the department be reduced.

D.

- c. That the faculty member not be appointed, that is, not be offered an additional contract if in the first or second year of service or offered a terminal contract for the succeeding year if in the third or subsequent year of service.
  - d. A copy of the committee's recommendation shall be supplied to the faculty member with reasons for the recommendation for appointment or nonreappointment.
5. Considering the written recommendation of this committee, the performance of the faculty member and the needs of the department, the chair (unless she or he is the faculty member being evaluated) makes a recommendation to the dean concerning reappointment or nonreappointment of each individual probationary ~~tenure~~ track faculty member and provides the faculty member with a copy of the recommendation.
  6. Considering the recommendation of the departmental promotion and tenure committee and of the chair (unless she or he is the faculty member being evaluated) as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual probationary ~~tenure~~ track faculty member, notifies the faculty member in writing of this decision, and provides the faculty member and the provost and vice president for academic affairs with a copy of the decision letter.
    - a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
    - b. Notice of the dean's decision concerning reappointment or nonreappointment of probationary ~~tenure~~ 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



- b. For senior lecturers and master lecturers, 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 senior lecturers and master lecturers 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.
  - 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.
  - d. For faculty of practice (any rank) the annual review is conducted by a committee consisting of tenured members of the department followed by the department chair and dean.
2. For lecturers, faculty of practice, and clinical assistant professors and for all nontenure-track of tenured
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- 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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<sup>1</sup> See the Schedules for Faculty Personnel in the appendix for specific dates and actions.

<sup>2</sup> For a definition of the academic ranks, types of appointment, and specific procedure variations, see the Policy on Academic Rank and Criteria for Rank



- 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~~ or parttime administrative position, nor does it imply continuance of any specific work assignment within or outside the ~~department~~ in which tenure is granted.

### III. Probationary Period

- A. The probationary period begins with the initial ~~full~~tenuretrack appointment at Old Dominion University at the rank of ~~instructor~~, assistant professor, associate professor, or full professor; only time spent in a ~~tenure~~track position at one of these ranks is counted as part of the probationary period.

Subject to agreement by the ~~university~~ and the faculty member, any academic year in which a faculty member was on a ~~full~~tenuretrack appointment in one of these ranks for at least one semester, may be counted as one year of the probationary period.

- B. The following do not count as part of the probationary period:

1. Time in the rank of ~~assistant~~instructor, lecturer, master or senior lecturer, faculty of practice, clinical faculty, ~~artist~~-residence, ~~performer~~-residence, ~~writer~~-residence, research professor, research associate professor, research assistant professor, research associate, or any ~~part~~ position.



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

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 institution. (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 candidate. 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. It is the responsibility of the faculty member to ensure that all information submitted by him or her in support of tenure is factually accurate and valid, and to provide corroborating evidence (e.g., web links, complete citations, grant numbers, etc.) for all claimed accomplishments. The evidence should address the quality of the journals and the reputation of book and other such publications. Fraudulent or non-valid claims can lead to faculty sanctions, including denial of tenure. The department chair should work with tenure candidates to ensure the completeness and accuracy of their portfolios. The department chair and the department promotion and tenure committee as a part of the regular reviews should verify the accuracy of portfolio elements that are central to the tenure case. Should concerns be raised about the validity of a candidates' claims by external or internal reviewers, it is the chair's responsibility to verify those claims. The process will be paused while the chair verifies those claims. 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.





research and scholarly activity, at every stage of ~~the~~ 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 ~~prof~~ 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~~ 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 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 including potential conflicts of interest. This documentation will become part of the tenure file. ~~The~~ chair (or replacement, see section V.B.) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or replacement, ~~see~~ section V.B.) will provide this list of reviewers to the dean. The dean will submit an agreed-2 en12261ll provide teneed-2 en10 Td [(.)-4 . (n10 Td vbb e)4



tenure cases. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.

6. The college committee shall consist of one tenured faculty member from a department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-term renewable period.

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.) together with reasons for the recommendation (including a minority statement in the case of a non-unanimous vote). All 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. The chair of the committee shall record the names of all members participating in the discussion and voting in the recommendation letter, as well as the total number of votes in favor and against. Only those faculty present as the candidate is being interviewed during the deliberations can participate in drafting or approving the letter. 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 department 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 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 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 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 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 the decision of the college committee or that of the dean is positive, the faculty member's case is considered in accordance with the procedures in the following paragraphs. If both decisions are negative, the faculty member may request two weeks a further review by the provost and vice president for academic affairs, who makes a final determination concerning further consideration of tenure.

- H. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded to the provost and vice president for academic affairs, with a copy to the faculty member.
- I. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons) concerning tenure, which is forwarded to the provost and vice president for academic affairs. All eligible committee members shall vote yes/no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by 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.5. 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. The Office of the Provost will provide a copy of the recommendation letter to the dean of the college, the department chair and the faculty member.
- J. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member if the recommendations from all committees and administrators previously acting on the case have not all been the 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 on the case according to the schedule in the Teaching and Research Faculty Handbook in the year in which it is being taken up. Upon approval of the Board of Visitors, the faculty member is offered a tenure contract for the coming year.
- L. If the determination of the provost and vice president for academic affairs is against tenure, the faculty member is notified according to the schedule in the Teaching and



C. If a faculty member applies for tenure in or before their third year of probationary service at Old Dominion University, the pre-tenure review will not be conducted.

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<sup>1</sup> In case of a national, state or local emergency that prevents or seriously hinders the normal activities of faculty members for a period of several months, the University may provide the option for all ~~tenure~~ faculty

BOARD OF VISITORS BYLAWS  
Section 402. Standing Committees

As a result of the name changes to the following standing committees approved by the Board on August 23 and the resulting additional responsibilities, the following sections of the Bylaws will need to be revised to reflect the additional responsibilities.

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