

OLD DOMINION UNIVERSITY

BOARD OF VISITORS  
Thursday, April 26, 2013

MINUTES

The Board of Visitors of Old Dominion University met in regular session on Friday, April 26, 2013, at 1:15 p.m. in the Board Room of Webb University Center on the Norfolk campus. Present from the Board were:

Fred J. Whyte, Rector  
Jeffrey W. Ainslie  
Kenneth E. Ampy  
Frank Batten, Jr.  
J. William Cofer  
Dee D. Gilmore  
Luke M. Hillier  
Marc Jacobson  
Andrea M. Kilmer  
Pamela C. Kirk  
Barry M. Kornblau  
Frank Reidy  
Judith O. Swystun  
Kevin Muchiri (*Student Representative*)

Absent were:

David L. Bernd  
John F. Biagas  
Robert J. O'Neill  
Ronald C. Ripley

Present from the administration were:

John R. Broderick, President	Karen Meier
Bruce Aird	Jennifer Mullen
Jane Dané	Earl Nance
Robert L. Fenning	Ellen Neufeldt
Dan Genard	William Nuckols
Giovanna Genard	September Sanderlin
Velvet Grant	
David Harnage	
Scott Harrison	
Mohammad Karim	
Donna W. Meeks	

## **CALL TO ORDER AND APPROVAL OF MINUTES**

The Rector called the meeting to order at 1:20 p.m. and asked for approval of the minutes of the Board meeting held on December 6, 2012. Upon a motion made by Mr. Ainslie and seconded by Ms. Kirk, the minutes were approved by all members present and voting. (*Ainslie, Ampy, Batten, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, Reidy, Swystun*)

The Rector then asked for approval of the minutes of the Board Retreat held on January 24, 2013. Upon a motion made by Mr. Ainslie and seconded by Ms. Kirk, the minutes were approved by all members present and voting. (*Ainslie, Ampy, Batten, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, Reidy, Swystun*)

## **RECTOR'S REPORT**

Rector Whyte distributed the calendar for Board and Executive Committee meetings for the 2013-2014 academic year. He reported that he and the President have been discussing the Strategic Plan and the President will provide an update at today's meeting. The President will

connections; and (6) Build strong civic and community relations. He commented that the University has made great progress and a number of the tenets in this Strategic Plan will be included in the next one. He added that a “Scorecard” that will include much more detail will soon be available on the University’s website.

## **REPORTS OF STANDING COMMITTEES**

### **AUDIT COMMITTEE**

The Rector called on Mr. Batten for the report of the Audit Committee. Mr. Batten reported that staff from the Auditor of Public Accounts presented the results of their audit for the year ended June 30, 2012. The APA issued an unqualified opinion on the University’s financial statements and their report on internal controls and compliance did not identify any matters that were considered to be material weaknesses. No management points were issues in this audit.

Deane Hennett, University Auditor, updated the Audit Committee on audits in progress and other projects underway. The Committee then received, in closed session, details of recent audits and reviews in Administration & Finance and Student Engagement & Enrollment Services. Specifically covered were audits of Environmental Health & Safety, the Business Gateway, and the Office of Student Activities and Leadership. A status report on audit recommendations was also provided.

The Rector commented that it was commendable for an institution of this size to not receive a single audit comment.

### **ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE**

The Rector called on Mr. Ampy for the report of the Academic and Research Advancement Committee. Mr. Ampy reported that the Provost briefed the Committee on the University’s policy and procedures on tenure and provided data related to faculty.

The Committee recessed and reconvened in closed session to discuss the award of an honorary degree, the appointment of two faculty members with tenure, and the award of tenure to 14 faculty members.

Committee members approved by unanimous vote the award of an honorary degree to Alma J. Powell, Chair of America’s Promise Alliance. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ainslie, Ampy, Batten, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, Reidy, Swystun*)



Red Cross of the Military District of Washington. Most recently, during her husband's tenure as the 65th Secretary of State, Mrs. Powell served as the honorary president of the Associates of the American Foreign Service Worldwide. She also sat on the advisory board of the Hospitality and Information Service and was an honorary member of the Department of State Fine Arts Committee.

11.20.12

America's Promise Alliance  
1110 Vermont Avenue, N.W., Suite 900  
Washington, DC 20005

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Committee members approved by unanimous vote the appointment of two faculty members with tenure. The following resolutions were brought forth as recommendations of the Academic and Research Advancement Committee and were approved unanimously by all members present and voting. (*Ainslie, Ampy, Batten, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, Reidy, Swystun*)

#### **APPOINTMENT OF FACULTY MEMBER WITH TENURE**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Dr. Thomas W. Bean as Professor with the award of tenure in the Department of Teaching and Learning in the Darden College of Education, effective July 25, 2013.

Salary:           \$105,000 for 10 months

Rank:             Professor of Teaching and Learning

This following contains my recommendation for the initial appointment with tenure of Dr. Thomas W. Bean as Professor of Reading Education in the Department of Teaching and Learning, Darden College of Education. Dr. Bean holds the rank of Full Professor with tenure at the University of Nevada, Las Vegas in the Department of Literacy Education. He will join ODU as Graduate Program Director of Reading Programs.

The ODU Faculty Handbook states "The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission." [Faculty Handbook, p. 50]. The Faculty Handbook policy on Initial Appointment of Teaching and Research Faculty provides for an initial appointment with tenure provided that the "request for an initial appointment with tenure must first be initiated by the chair, voted on by the departmental tenure committee, and approved

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## **TENURE RECOMMENDATIONS**

RESOLVED, that upon the recommendation of the Provost, the Academic and Research Advancement Committee recommends that the Board of Visitors approve the award of tenure and promotion to associate professor to the following faculty members at Old Dominion University. The tenure and promotion will be effective with the Fall 2013 semester.

### **College of Arts and Letters**

Robyn Bluhm  
Department of Philosophy and Religious Studies

Greta Pratt  
Department of Art

Avi Santo  
Department of Communication and Theatre Arts

Alla P. Zareva  
Department of English

### **College of Business and Public Administration**

Dean Chatfield  
Department of Information Technology and Decision Sciences

Michael McShane  
Department of Finance

### **Darden College of Education**

Laurie M. Craigen  
Department of Counseling and Human Services

Petros Katsioloudis  
Department of Science, Technology, Engineering, & Mathematics Education & Professional Studies

Mark C. Rehfuss  
Department of Counseling and Human Services

### **College of Engineering and Technology**

Patrick T. Hester  
Department of Engineering Management and Systems Engineering

Stacie I. Ringleb

**College of Sciences**

Holly Gaff  
Department of Biological Sciences

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<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Laura C. Chezan Assistant Professor of Communication Disorders and Special Education (Tenure Track)	\$65,000	7/25/13	10 mos

Dr. Chezan received a Ph.D. and a M.Ed. in Special Education, in 2012 and 2007 respectively, from the University of South Carolina, and a M.Ed. and B.S. in Special Education and B.S. in Psychology, in 2003 and 2002 respectively, from Babes-Bolyai University of Cluj-Napoca, Romania. Since 2008, she has been a Program Coordinator for the CarolinaLIFE grant program in the Department of Special Education at the University of South Carolina.

Dr. Teddy S. Cotter Lecturer of Engineering Management and Systems Engineering	\$65,000	1/10/13	10 mos
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Dr. Cotter received a Ph.D. in Engineering Management and Systems Engineering in 2005 from Old Dominion University, an M.S. in Engineering Management in 1994 from the University of Massachusetts, an M.B.A. and B.S. in Interdisciplinary Studies, in 1989 and 1986 respectively, from the University of South Carolina and a B.S. in Electronics Technology in 1983 from Southwest Missouri State University. Since 2007, he has been an Adjunct Assistant Professor in the Department of Engineering Management and Systems Engineering at Old Dominion. From 1994-2012, he was employed by Mitsubishi Chemical America.

Ms. Helen Crompton Instructor of Teaching and Learning (Tenure Track)	\$60,000	7/25/13	10 mos
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Ms. Crompton received a M.Ed. in Elementary Education in 2009 from Elon University and a B.A. in Elementary Education in 2001 from Manchester Metropolitan University, UK. Since 2009, she has been a doctoral student in Education at the University of North Carolina at Chapel Hill and is expected to receive a Ph.D. in Culture, Curriculum, and Change in May 2013. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by July 25, 2013)

Ms. Melinda Daniels Lecturer, English Language Center	\$35,000	12/25/12	10 mos
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Ms. Daniels received an M.A. in Applied Linguistics and a B.A. in English, in 2010 and 2009 respectively, from Old Dominion University. Since 2010, she has been an Adjunct Instructor in the English Department and the English Language Center at Old Dominion University.

Dr. Darryl (Deri) C. Draper Assistant Professor of STEM Education and Professional Studies (Tenure Track)	\$63,000	7/25/13	10 mos
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Dr. Draper rec

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Judith Dunkerly-Bean Assistant Professor of Teaching and Learning (Tenure Track)	\$59,000	7/25/13	10 mos

Dr. Dunkerly-Bean received a Ph.D. and a M.Ed. in Curriculum and Instruction: Literacy and a B.S. in Elementary Education, in 2011, 2005 and 2001 respectively, from the University of Nevada, Las Vegas. Since 2012, she has been a faculty member for Innovations International Charter School of Nevada. Prior to that, she was a Visiting Lecturer and Adjunct Faculty member at the University of Nevada, Las Vegas.

Dr. Siqi Guo Research Assistant Professor, Frank Reidy Research Center for Bioelectrics	\$60,000	1/10/13	10 mos
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Dr. Guo received an M.D. in Clinical Medicine from the University of Nevada, Las Vegas. [REDACTED]

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Chunqi Jiang Associate Professor of Electrical and Computer Engineering (Tenure Track)	\$90,000	7/25/13	10 mos

Dr. Jiang received a Ph.D. in Electrical Engineering in 2002 from Old Dominion University, an M.S. in Electrical Engineering in 1998 from the University of Electronic Science & Technology of China and a B.S. in Electronic Engineering from Changchun Institute of Optics & Fine Mechanics in 1995. Since 2008, she has been a Research Associate and Assistant Professor in the Department of Electrical Engineering – Electrophysics at the University of Southern California.

Dr. Kerem Ozan Kalkan Assistant Professor of Political Science and Geography (Tenure Track)	\$52,000	7/25/13	10 mos
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Dr. Kalkan received a Ph.D. in Political Science in 2010 from the University of Maryland, an M.A. in Political Science in 2005 from Bilkent University and a B.S. in Political Science in 2003 from Middle East Technical University. Since 2012, he has been a Visiting Assistant Professor

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<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Lindsay E. Usher Instructor of Human Movement Sciences (Tenure Track)	\$59,000	7/25/13	10 mos

Ms. Usher received an M.S. in Recreation, Park and Tourism Management in 2010 from The Pennsylvania State University and a B.A. in Recreation Administration and B.A. in Dramatic Art in 2004 from the University of North Carolina at Chapel Hill. She is expected to receive a Ph.D. in Recreation, Park and Tourism Management from The Pennsylvania State University in 2013. Since 2008, she has been an Instructor and Graduate Assistant at The Pennsylvania State University. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by August 31, 2013)

Mr. Brandon K. Yoder Instructor of Political Science and Geography (Tenure Track)	\$50,000	7/25/13	10 mos
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Mr. Yoder received an M.A. in Foreign Affairs in 2009 from the University of Virginia and a B.S. in Biology in 2003 from Cornell University. He is expected to receive a Ph.D. in International Relations from the University of Virginia in 2013. From 2011-2013, he held the University of Virginia Quantitative Collaborative Graduate Fellowship. Mr. Yoder has also taught as an Adjunct Instructor, Graduate Instructor and Teaching Assistant at the University of Virginia. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by September 1, 2013)

Ms. Charlotte Young Lecturer, English Language Center	\$35,000	12/25/12	10 mos
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Ms. Young received an M.A. in Applied Linguistics and TESOL in 2007 from Old Dominion University and a B.Sc. in Business Studies and Sociology in 2000 from the University of Surrey, London. Since 2008, she has been an Adjunct ESL Instructor in the English Language Center at Old Dominion University.

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<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Catherine C. Craft Associate Director of Outreach, Nort	\$48,000	1/10/13	12 mos

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Sophia J. Fowler Financial Officer, ODU Business Gateway, and Instructor	\$73,000	1/10/13	12 mos

Ms. Fowler received an M.S. in Contract Management from American Graduate University and a B.S. in Accounting and Business Administration from Arizona State University. Since 2012, she has been Operations and Finance Manager in the ODU Business Gateway at Old Dominion University. Prior to that, Ms. Fowler was an Administrator at Eastern Virginia Medical School.

Ms. Elizabeth J. Gordon Data Coordinator, Darden College of Education, and Assistant Instructor	\$52,000	5/10/13	12 mos
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Ms. Gordon received a B.S. in Psychology in 2010 from Old Dominion University. Since 2010, she has been a Research Associate for Assessment at Old Dominion University.

Mr. Andrew Griffiths Head Field Hockey Coach and Assistant Instructor	\$105,000	1/10/13	12 mos
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Mr. Griffiths received a Bachelor of Applied Arts in Journalism in 1998 from Ryerson University, Canada and Bachelor of Arts in English in 1994 from the University of Western Ontario, Canada. Since 2007, he was Head Field Hockey Coach at Lafayette College. Mr. Griffiths has fifteen years of NCAA coaching experience and is a former Olympic athlete.

Mr. Shiwei Jiang Research Analyst for Distance Learning and Assistant Instructor	\$42,000	1/15/13	12 mos
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Mr. Jiang received a B.A. in International Affairs/English from Beijing Normal University, China and is a Ph.D. candidate in International Studies at Old Dominion University. Since 2011, he has been a Graduate Research Assistant in the Office of Institutional Research and Assessment at Old Dominion University.

Ms. Purshara C. Kiraly CRM Manager and Technical Analyst for Enrollment Management and Assistant Instructor	\$55,000	2/10/13	12 mos
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Ms. Kiraly received a B.S. in Sociology in 2008 and is currently pursuing a B.S.B.A. in Information Systems and Technology from Old Dominion University. Since 2010, she has been the Graduate Enrollment Technical Assistant for Enrollment Management at Old Dominion University.

Mr. Peter C. Lawrence Major Gift Officer and Assistant Instructor	\$67,500	2/10/13	12 mos
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Mr. Lawrence received a B.S. in Business Administration in Accounting in 1984 from Georgetown University. Since 2000, he has been owner of Casserly Consulting in Virginia Beach. Prior to that, Mr. Lawrence was Executive Director for the Resort Leadership Council in Virginia Beach.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Michael P. Lawson Residence Hall Director and Instructor	\$32,000	1/10/13	12 mos

Mr. Lawson received an M.B.A. and an accelerated Bachelor of Science in Accounting in 2009 from Long Island University – C.W. Post Campus. Since 2009, he has been a Residence Hall Director at Stony Brook University.

Mr. John C. Lee Assistant Director, Peer Educator Program and Instructor	\$40,000	1/25/13	12 mos
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Mr. Lee received an M.S. and B.S. in Recreation Administration, in 2001 and 1999 respectively, from Georgia Southern University and is pursuing a Ph.D. in Higher Education Administration at Old Dominion University. Since 2011, he has been Coordinator for the Peer Educator Program at Old Dominion University.

Dr. Christy Low Instructional Designer and Assistant Professor	\$60,000	1/15/13	12 mos
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Dr. Low received a Ph.D. in Education in 2006 from Capella University, a Master of Arts in Teaching in 1992 from Marycrest International University and a B.A. in Computer Information Systems/Business Administration in 1990 from Mount St. Clare College. Since 2006, she has been an Assistant Professor in Education at Montana State University.

Ms. Kimberly Mills Aquatics Coordinator and Assistant Instructor	\$35,000	1/10/13	12 mos
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Ms. Mills received a B.S. in Exercise Science and Psychology in 2011 from Old Dominion University and is expected to receive an M.S in Campus Recreation and Leadership in 2014 from James Madison University. Since 2012, she has been a Graduate Assistant of Aquatics and Safety at James Madison University. She was also the Head Lifeguard and an Instructor at the Student Recreation Center at Old Dominion University.

Mr. Travis Myernick Assistant Men's Soccer Coach and Assistant Instructor	\$37,000	3/1/13	12 mos
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Mr. Myernick received a Bachelor's degree in Sport Management in 2006 from Wingate University. Since 2011, he has been First Assistant Men's Soccer Coach at Rider University. He was also a Volunteer Assistant Men's Soccer Coach at Wake Forest University.



<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. JaNaé Monique Taylor Psychologist and Assistant Professor	\$60,000	6/10/13	12 mos

Dr. Taylor received a Ph.D. in Counseling Psychology and a Master of Education in Community Counseling, in 2007 and 2003 respectively, from the University of Georgia and a B.A. in Psychology in 2001 from Tuskegee University. Since 2012, she has been a Professional Counselor and Outreach Coordinator in the Office of Counseling Services at Old Dominion University. Prior to that, Dr. Taylor was a Staff Clinician for Student Counseling Services at Mississippi State University.

Ms. Sher Vogel Outreach Coordinator, Office of International Programs, and Instructor	\$38,000	3/10/13	12 mos
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Ms. Vogel received a Masters in Public and International Affairs and a B.A. in Mass Communication and International Studies, in 2009 and 2007 respectively, from Virginia Polytechnic Institute and State University. Since 2009, she has been a Volunteer Leader and Coordinator and Health Organization Development Coordinator for Peace Corps Ethiopia.

Mr. Bruce L. White University Records Manager, Office of Computing and Communication Services, and Instructor	\$65,000	1/25/13	12 mos
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Mr. White received an M.B.A. and a Master of Arts in Procurement/Contracting Management from Webster University and a Bachelor in Business Administration, Operations Management from St. Mary's University. Since 2011, he has been Records Manager at the Project Management Institute. Prior to that, Mr. White was Director of Records Management at Apria Healthcare Corporation. He is a Certified Records Manager (CRM) and a Project Management Professional (PMP).

Ms. Erica Woods-Warrior Director, Peer Educator Program, and Instructor	\$50,000	1/25/13	12 mos
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Ms. Woods-







## LARRY D. LEE

Larry Lee received a B.S. in mathematics from Illinois State University, an M.S. in mathematics from Illinois State University, and a Ph.D. in statistics from the University of Missouri-Columbia. Lee joined Old Dominion as an associate professor of mathematics and statistics in 1986.

During his 27 years at Old Dominion University, he supervised the research of one doctoral student and served on the doctoral committees of many other students. For much of his career, Lee was actively engaged in research in the areas of multivariate models, reliability theory, and stochastic point process models. He

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Committee members approved by unanimous vote the proposed revision to the Policy on Reappointment or Nonreappointment of Faculty. The revision removes language that is confusing and could be misinterpreted. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ainslie, Ampy, Batten, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, Reidy, Swystun*)

## **APPROVAL OF PROPOSED REVISION TO THE POLICY ON REAPPOINTMENT OR NONREAPPOINTMENT OF FACULTY**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revision to the Policy on Reappointment or Nonreappointment, effective June 1, 2013.

Rationale: The proposal to revise the Policy on Reappointment or Nonreappointment of Faculty consists of the removal of a section from the policy. The section proposed for removal is 6.c., as follows.

Any academic year in which a faculty member has been under full-time contract to the University for one full semester or more will be counted as a full academic year for the purposes of this provision.

The inclusion of this language in the policy is confusing and could be interpreted to mean that faculty who are notified of nonreappointment in their second year must be given a terminating appointment of one year. The intent of the policy is that only faculty with two or more academic years of service would receive a terminating appointment of one year upon notification of nonreappointment.

**NUMBER:** 1402

**TITLE:** Reappointment or Nonreappointment of Faculty

**APPROVED:** June 12, 1980; Revised June 20, 1985; Revised June 16, 2011

### 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.



4.

~~c. Any academic year in which a faculty member has been under full time contract to the university for one full semester or more will be counted as a full academic year for the purposes of this provision.~~

B. Reappointment or Nonreappointment of Nontenure-track Faculty

1. Each department conducts an annual review of the nontenure-track faculty members 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.
2. The departmental committee recommends to the chair one of the following actions:
  - a. That the faculty member be offered an additional annual contract.
  - b. That the faculty member not be reappointed, that is, not be offered an additional annual contract.
3. A copy of the committee's recommendation shall be supplied to the faculty member.
4. Considering the written recommendation of this committee, the performance of the faculty member, and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or nonreappointment of each individual nontenure-track faculty member and provides the faculty member with a copy of the recommendation.
5. Considering the recommendations of the departmental committee and of the chair, as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual nontenurable nontenure-track faculty member, notifies each faculty member in writing of this decision, and provides 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 nontenurable 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.

<sup>1</sup>See the Schedules for Faculty Personnel actions in the appendix for specific dates and actions.

<sup>2</sup>For a definition of the academic ranks, types or appointment, and specific procedure variations, see the Policy and Procedures Concerning Academic Rank and Promotion and Rank.

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Committee members approved by unanimous vote the proposed revisions to the Policy on Remunerative Outside Employment. Many of the revisions are editorial and consist of reorganizing the policy so it is clearer. Two substantive revisions are the removal of administrative and professional faculty from the policy and the addition of language to clarify that faculty members teaching part time or full time for another institution must obtain prior approval from the Provost. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ainslie, Ampy, Batten, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, Reidy, Swystun*)

### **APPROVAL OF PROPOSED REVISION TO THE POLICY ON REMUNERATIVE OUTSIDE EMPLOYMENT**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revision to the Policy on Remunerative Outside Employment, effective June 1, 2013.

Rationale: The revisions to the Policy on Remunerative Outside Employment were proposed initially by the Faculty Senate as part of their review of policies in the Faculty Handbook. An ad hoc committee worked to revise and reorganize the Handbook to make it a more accessible, streamlined, and focused document for the faculty.

Many of the revisions to the Policy on Remunerative Outside Employment are not substantive but consist of reorganizing the policy so that it is clearer. Several more substantive changes have been made and are summarized as follows.

- The title of the policy has been changed to remove the word remunerative.
- There are currently two policies on outside employment. The two policies are similar, but only one of the two policies was approved by the Board of Visitors. The two policies have been combined into one policy.
- The section of the policy on administrative and professional (AP) faculty has been removed. AP faculty should not have been included in the policy, and a separate policy has been developed for outside employment activities for this group.
- Language has been added to the policy to clarify that faculty members teaching part time or full time for another institution while employed by Old Dominion must obtain prior approval of the Provost. Further, a faculty member who accepts a full-time position elsewhere without prior approval will be considered to have resigned his or her position with the University.



**NUMBER:** 1421

**TITLE:** Remunerative Outside Employment

**APPROVED:** April 22, 1971; Revised September 26, 1972; Revised September 14, 1984

*Statement:* This policy recognizes the necessity of providing some opportunities for approved outside employment by full-time faculty but also recognizes the need for the University to be sure that faculty are devoting their full attention and energy to supporting the instructional, research, and service programs of the University. The intention of this policy is to ensure that there is no conflict of interest between a faculty member's outside employment activities and the job for which he or she is being employed at the University. Again, there is a need for the university to be sure that the faculty and administrative employees are devoting their full attention to supporting the instructional, research, and service programs of the institution.

- A. Deans and department chairs should review their areas to assure that no situations exist where faculty are doing work that would interfere with completion of their University duties. The same level of attention should be devoted to assuring that there is no misuse of University equipment, supplies, or facilities by faculty.

~~The Board of Visitors policy on Outside Employment provides that such employment should not exceed 20 percent of the individual's time per week, provided that he or she obtains the necessary approvals from the dean or vice president, as appropriate.~~

- B. Guidelines

~~A full-time faculty member's primary responsibility is to the university; however, there are~~

where University services, supplies, or equipment are to be used, the faculty member must notify the chair of what facilities are to be used and why they are needed.

5.

Rationale: When the Board of Visitors Policy on Remunerative Outside Employment related to faculty was reviewed as part of the Faculty Senate's examination of policies in the Faculty Handbook, it was discovered that the policy mistakenly included administrative and professional (AP) faculty. Thus, a new policy on Outside Employment for Administrative and Professional (AP) faculty is proposed. The proposed new policy documents and formalizes the longstanding practice that has been followed for AP faculty seeking approval for outside employment.

### **Outside Employment Policy for Administrative and Professional Faculty**

Statement: This policy recognizes the necessity of providing some opportunities for approved outside employment by administrative and professional faculty (AP faculty) but focuses on the need to devote attention and energy of such persons to the important work of the University. The intention of this policy is to ensure that there is no conflict of interest between an AP faculty member's outside employment activities and the job for which he or she is being employed at the University. Board of Visitors Policy 1421 on Outside Employment does not apply to AP faculty. AP faculty members participating in outside employment are to adhere to the following set of guidelines:

1. An AP faculty member's primary responsibility is to the University; however, there are occasions when AP faculty may engage in outside remunerative employment.
2. Outside employment means work for any non-University entity whether or not such work is performed on campus, and includes self-employment.
3. AP faculty may not engage in any other employment during the hours for which they are employed by Old Dominion University.
4. An AP faculty member may not engage in other employment outside his or her Old Dominion University work hours if such employment is deemed to affect the AP faculty member's work performance or is determined to be in violation of the Old Dominion University Conflict of Interest Policy, Code of Ethics or the Virginia Conflict of Interests Act.
5. No property or resources belonging to or under contract to the Commonwealth or University may be used for outside employment activities.
6. An AP faculty member who engages in outside employment may not use the name of the University in such a manner as to suggest institutional endorsement.
7. When authorized outside employment occurs during normal working hours for the University, annual, personal or recognition leave shall be submitted and charged for time away from normally scheduled duties.
8. AP faculty are responsible for obtaining supervisory approval for outside employment before the work begins. Written documentation that describes the nature of the outside employment, the duration of the outside employment, and when the outside employment will be performed must be submitted for approval to the supervisor and the vice president responsible for that area of University activity. The Old Dominion University Approval for Outside Employment Form may be used for this purpose. Approval must be renewed annually, if applicable.

9. The approved documentation must be submitted to the Department

year, most notably the institution's share of compensation and benefit increases, while keeping the FY2013-2014 Comprehensive Fees at the CPI rate. After also incorporating the impact of the Affordable Care Act and efforts to address faculty/staff retention, the proposed increases would be among the lowest of those tuition and fee increases at the four-year institutions that have announced their Boards' actions and consistent with the Governor's Directive.

At the conclusion of the joint session, the Administration and Finance Committee voted unanimously to approve the administration's proposed FY2013 - 2014 Tuition and Fees. The following resolution was brought forth as a recommendation of the Administration and Finance Committee and was approved unanimously by all members present and voting.

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**TELETECHNET & Off-Campus Courses Outside Hampton Roads**

**STUDENT ADVANCEMENT COMMITTEE**

members present and voting. (*Ainslie, Ampy, Batten, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, Reidy, Swystun*)