This is a working document with changes being implemented when approved by the faculty.

University and College regulations supersede this document. The purpose in having our own policy and procedures is to clearly communicate to all faculty the procedures unique to our department as well as how these mesh with university procedures.
GOALS OF THE DEPARTMENT OF BIOLOGICAL SCIENCES

- To generate and disseminate knowledge across the spectrum of biology sub-disciplines.
- To train students in the fundamental principles of biology relevant to their future disciplines.
- To ensure a citizenry capable of informed judgments on biological issues.
- To produce biology graduates competitive at the national and international level.
- To recruit well-prepared candidates for graduate study.
- To utilize current techniques and technologies in research and teaching activities.
FACILITIES

The Department of Biological Sciences is housed within the Mills Godwin Life Sciences Building (completed in 1981) and the adjoining Physical Sciences Building (completed in 2009). In addition to administrative offices, instructional classrooms and laboratories, faculty/staff/graduate student offices, and faculty research laboratories, the department also maintains multi-user facilities for education and research including the following:

- Electron microscopy suite with scanning and transmission electron microscopes.
- Herbarium with over 20,000 plant specimens.
- Museum collections of birds, mammals, fishes, snakes, amphibians, and insects for classroom and research purposes.
- Roof-top greenhouse housing plants for classroom and research purposes.
- Arthur and Phyllis Kaplan Orchid conservatory with space for public displays, research, and offices.
- Aquatic facility with over 6,000 ft² of space for tanks and aquaria supplied with seawater and freshwater and two biosafety rooms for marine disease research.
- Blackwater Ecological Preserve, a 319 acre forest reserve in Isle of Wight County, Virginia and part of the 1,000 acre Zuni Pine Barrens State Natural Area.
OFFICE FUNCTIONS

- Greet and assist office visitors and take telephone inquiries.
- Distribution of mail for faculty, staff, and graduate students.
- Preparation of payroll forms (E1S) for part-time faculty, research assistants, teaching assistants, and work study students paid through the Commonwealth.
- Placement of department orders for faculty and staff.
- Assignment of course call numbers (CRN) for topics and research.
- Assist Graduate Program Directors and Chief Departmental Advisor with student files and databases.
- Bill faculty and facilities for gas purchases, departmental and rental vehicles, BSSF supplies, EM services, DNA sequencer costs, office supplies, phone/fax use, photocopying, and shipping.

Other Main Office Information

- Computer equipment and other items on staff desks are for the use of that staff member and are for not general use.
- General office supplies are available in the workroom. Let an office assistant know what you need. Although all items are not billed back to the faculty, it is necessary to monitor the use of supplies.
- The copier/printer/FAX is located in the workroom, and is available for faculty and staff use. Please leave the room and machines as you found them.
- Faculty ID cards are required for copying. Faculty are responsible for card security, and replacement of their card. Also, no more than 25 copies of any one item when using the photocopy machine.
- Large (more than 25 copies) printing jobs should be sent to the OCCS printer. All printing and copying is now charged to the department, so every effort should be made to reduce the use of paper.
BIOLOGICAL SCIENCES SUPPORT FACILITY (BSSF)
The BSSF provides support for departmental courses.

Functions include:
- Preparation of class related materials and assistance for field oriented classes including scheduling of field vehicles and limited maintenance.
- Accepting and resolving problems with deliveries, and notifying faculty of such arrivals.

Because of the time, effort, and space involved in fulfilling these functions, the BSSF cannot be used
- to replace graduate teaching assistants or graduate research assistants.
- for setting up teaching labs.
- for running "dry labs".
- for conducting research for faculty members.
- to run errands
- as a stockroom.

Requisitions for BSSF Services:
BSSF requisition forms are available in the department main office, the BSSF "prep" area, and online. A requisition must be submitted a minimum of ten working days prior to the needed date. Completed requisitions should be deposited in the BSSF receptacles (in MGB 207 or 110), or sent to the BSSF supervisor. The requisition will be assigned to a BSSF staff member by the supervisor. All requisitions will be assigned a number that should be referred to when making inquiries. Upon completion of a work order, the requesting faculty member will be notified. Charges related to nonteaching activities will be billed to the faculty's research account(s). There is no charge for facility time unless it is requested for special research projects. Bills are filed with the Senior Fiscal Technician (Office Manager).

BSSF is responsible for the availability of supplies, biological samples, and maintenance of equipment in good working order; therefore, entrance to the facility is restricted to facility staff and other authorized personnel. The BSSF is operational during the working day but is secured after hours.

Faculty Complaints and Suggestions:
Problems with Office or BSSF operations should be discussed with the facility's supervisor. The facility's faculty supervisor should be consulted if a satisfactory solution is not achieved. The facility welcomes any constructive input that might enhance its operations, and will do anything it can to minimize the burdens of the faculty.
DEPARTMENT STRUCTURE: ADMINISTRATIVE RESPONSIBILITIES

Department Chair

The Chair is an administrative officer of the university, and the chief executive officer of the department. She/he has primary responsibility for the development of quality programs in instruction, research, and professional service. The Chair is appointed by the Dean of the College of Sciences with the approval of the Provost.

Within the context of university and College of Sciences policy and governance structure, the Chair's responsibilities and oversight include, but are not limited to, the following.

- Administration of university and college policies at the department level.
- Development of department short-and long-range plans and their evaluation.
- Curriculum development.
- Maintenance of an effective advising system within the department.
- Preparation and administration of the department budget.
- Administration of the department office and facilities.
- Conflict resolution among students, faculty, and staff utilizing university policies for mediation.
- Supervision and evaluation of the department staff.
- Development and evaluation of faculty in teaching, research, and professional service.
- Evaluation of faculty for tenure, promotion, and salary increases.
- Evaluation of staff performance and for salary increases.
- Implementing affirmative action/equal opportunity programs within the department.
- Recruitment and reappointment of faculty.
- Establishment of a mentoring program for new assistant professors and other faculty as needed.
- Liaise with other academic and administrative units of the college and university, and with appropriate external agencies.
- Representation of the department in the community and establishment of relationships to further the interests and programs of the department including development and alumni relations.
- Identification of department, college and university awards for faculty and students.

Assistant / Associate Chairs

Because of the size and complexity of the Department of Biological Sciences, Assistant and Associate chairs are appointed by the Department Chair with the approval of the Executive Committee and the College Dean. Specific responsibilities and assignments
are made by the department Chair in consultation with the Executive Committee. In the absence of the Department Chair the Associate Chair may be designated Chair.

Graduate Program Director, Biomedical Sciences Doctoral Program
Program
As this program is a multidisciplinary program within a college, the graduate program director will be appointed by the Dean of the College of Sciences. The GPD is responsible for administering all policies and procedures of the program as described in the Faculty Handbook. If a Biology faculty member, the GPD serves as a member of the Graduate Committee, Curriculum Committee, and Executive Committee. If the graduate program director is not a Biology faculty member, a faculty member will be appointed by the Chair as a point of contact within the department who will liaise with the GPD and serve on the respective departmental committees.

Graduate Program Director, Ecological Sciences Doctoral Program
The graduate program director will be appointed by the Department Chair and with the approval of the dean. The GPD is responsible for administering all policies and procedures of the program, as laid out in the faculty handbook. He/she serves as a member of the Graduate Committee, Curriculum committee, and Executive Committee.

Graduate Program Director, Master's Program in Biological Sciences
The graduate program director will be appointed by the Department Chair and with the approval of the Dean. The GPD is responsible for administering all policies and procedures of the program (including the Wetland Biology and Biotechnology concentrations and the Master of Science in Education - Biology Program) as described in the faculty and program handbooks. He/she also serves as a member of the Graduate Committee, Curriculum committee, and Executive Committee.

Chief Departmental Advisor
The Chief Departmental Advisor is appointed by the Chair, approved by the Executive Committee and College Dean. The CDA is responsible for administering all policies and procedures of the undergraduate programs, maintenance of an effective advising system for the undergraduate program in cooperation with the College of Sciences Advising Office, and as point of contact for Biology Major Secondary Education concentration. He/she serves as a member of the Curriculum and Executive Committees.

Faculty Advisor, Bachelor of Science - Marine Biology Concentration
Normally a full-time faculty member with experience in marine biology, appointed by the Departmental Chair, who is responsible for the oversight of the Marine Biology Concentration program whose duties include: serving as advisor to the undergraduate Marine Biology Association as well as coordination and liaison with other faculty, administrators, departments, or parties outside the university on behalf of the program.
Departmental Facilities: Faculty Supervision

The department has faculty who have agreed to serve as a point of contact for our various facilities, and are referred to below as the manager of the facility.

Manager Blackwater Ecological Preserve:
The Manager of Blackwater Ecological Preserve is a faculty member appointed by the Department Chair who is responsible for:

- Monitoring activities associated with the preserve, including being the contact person for management of prescribed burns.
- Approving public and group tours.
- Meeting with state personnel to implement management plans.
- Working with local stakeholders, including Virginia Division of Forestry, Virginia chapter of The Nature Conservatory, and hunt clubs.
- Co-ordinating research efforts from Old Dominion University as well as other institutions.
- Seeking funding for research and instruction at the preserve.
- Preparing reports related to the use of the facility.

Manager Orchid Conservatory and Greenhouse:
An Executive Advisory Board consisting of the Stifler Chair, Hogan Chair, Biology Department Chair, the Curator of Orchids, and a member of the Tidewater Orchid Society are advisory to the Biology Department Chair on matters related to the Conservatory. The Department Chair, on consultation with the advisory board will appoint a manager of the Orchid Conservatory and Greenhouse who is normally a faculty member (J. Robert Stiffler Distinguished Chair of Botany) and is responsible for:

- Ensuring that facility is appropriately maintained.
- Supervising the technician or staff person assigned to operate and maintain the facility.
- Administering and planning of changes to and maintenance of the facility through the Office of Research.
- Preparing reports related to the use of the facility.

Manager Electron Microscopy Laboratory:
The Manager of Electron Microscopy facility is a faculty member appointed by the Department Chair who is responsible for:

- Ensuring that facility is appropriately maintained.
- Supervising graduate student, technician, or staff person assigned to operate and maintain the facility.
- Administering and planning of changes to and maintenance of the facility.
- Providing usage information for billing.
- Preparing reports related to the use of the facility.
Manager Herbarium:
The Manager of the Herbarium is a faculty member appointed by the Department Chair who is responsible for:

- Ensuring that facility is appropriately maintained.
- Supervising graduate student, technician, volunteer workers, or staff person assigned to operate and maintain the facility.
- Coordinate public use of the herbarium
- Order supplies necessary for the operation of the collection.
- Preparing reports related to the use of the facility

Manager Aquatic Facility
The Manager of the Aquatic Facility (PSB 1103) is a faculty member, with an interest in aquatic systems, appointed by the Department Chair who is responsible for:

- Ensuring that facility is appropriately maintained.
- Supervising graduate student, technician, or staff person assigned to operate and maintain the facility.
- Administering and planning of changes to and maintenance of the facility.
- Administer assignment of space within the facility to faculty after consultation with the Department Chair.
- Preparing reports related to the use of the facility.

Chair, ODU Academic Diving Program
A faculty member or staff person with extensive research diving experience appointed by the Dean of the College of Sciences to serve as the Chair of the Dive Control Board, whose duties are described in the "Standards for Scientific Diving and Operation of the Scientific Diving Program" available on the departmental website and the ODU Dive Program website.
STANDING COMMITTEES

The following are standing committees in the Department:
  - Curriculum Committee
  - Seminar Committee
  - Operations and Awards Committee
  - Promotion, Tenure, and Continuance Committee
  - Executive Committee

General Considerations for committee structure:

The Executive Committee will make appointments to all standing committees for the ensuing academic year by April 1 of the current academic year; the chair of the committee will be elected before May 1. In making these appointments the Executive Committee will consider both the continuity in committee membership and a reasonable turnover of members on each committee. All faculty members on a committee (except Department Chair) are eligible to vote (faculty approved Oct 2011). A temporary committee Chair will be assigned to call the first meeting of each standing committee, but the permanent Chair will be elected by the members of each standing committee.

The Executive Committee will solicit nominations and volunteers from the faculty. If there are not enough nominations or volunteers, the committee will appoint faculty members to appropriate committees.

One position for a graduate student will be available on departmental committees with the exception of the Tenure, Promotion and Continuance Committee (including Portfolio Review Committees), and the Executive Committee. The Executive Committee shall inform BGSO of these positions and request representatives. Student representatives will not have voting privileges and may be excused from any committee meeting at the discretion of the committee chair.

The time and location of all committee meetings will be made available to faculty; with an open invitation to attend any meetings; with the exception of Promotion, Tenure and Continuance Committee meetings.

The areas of responsibility and membership of each committee are:

**Curriculum Committee**

Membership: the Chief Departmental Advisor, the Pre-Health Advisor, the Graduate Program Directors, Associate or Assistant chair, and one other faculty.

Areas of Responsibility

A. Review of curriculum and degree requirements

B. Evaluation of courses. The procedure for approval of new courses or changes to existing courses is as follows: Faculty interested in offering a new course
or in making a change to an existing course must complete a "Request for Curriculum Change" form, including a justification for the course or change. This material is submitted to the chair of the committee. Following deliberation, the committee recommends approval or rejection of the request to the department chair. The department chair may seek the advice and consent of the entire faculty, or send the course proposal through the appropriate university committees.

C. Degree Programs. Normally routine matters affecting the operation of individual degree programs will be conducted by the respective Graduate Program Director or in the case of undergraduate programs the Chief Departmental Advisor.

Seminar Committee

Areas of Responsibility
The purpose of the Seminar Committee is to organize, promote, and host a series of scholarly seminars for faculty and students in biological sciences. Normally these seminars will be held at a standard time and place each week throughout the semester. Seminars will include a wide range of subjects with an effort to represent the diverse topics in biology.

Membership:
A. Membership is usually for two years, with four members being the usual size. In addition, one graduate student will serve on the committee.

B. The chair of the Seminar Committee is elected at the first meeting of the academic year, and normally the chair will be an experienced committee member.

C. The duties of the chair include making the invitations to potential seminar speakers (using names submitted by all members of the department) and establishing a seminar schedule.

Important Procedures

A. Mailing a confirmation information packet (with parking pass) to each seminar speaker.

B. Memorandum to the Office Manager initiating the payment of any honorarium or mileage expenses.

C. Obtaining parking passes.

D. Reservation of rooms for seminar presentation.

E. Provide office staff with announcements of the schedule of seminar speakers for distribution by flyers and web announcements.
Operations and Awards Committee

Overview.

The Departmental Operations and Awards Committee (previously Budget and Operations committee) makes recommendations to the department Chair on functioning of departmental facilities, and various College, University, or other faculty awards. If funds are available, the committee will also make recommendations for allocation of travel and equipment funds. The Operations and Awards Committee also makes recommendations to the department Chair regarding allocation of space for faculty and students.

Membership.

Four faculty members and one graduate student. Membership should represent the structure of the department including representatives from the undergraduate program, and both graduate programs. Chair elected by members. A staff member can be added if necessary for facilities related evaluations.

Areas of Responsibility

a. Conduct evaluations of facilities as requested by Chair.

b. Solicit nominations and conduct required ballots for faculty awards. Department Chair will provide information on awards to committee chair. Committee will provide a nomination letter for such awards to the Chair.

c. If funds are available the committee will also make recommendations on:
   i. Travel: Travel allocations to faculty are used for conference travel. Faculty and staff should submit travel applications when requested. Recommendations are made based upon the committee’s judgment of the merit of each request. A listing of the committee recommendation regarding travel allocation is submitted to the Department Chair who then informs faculty of their travel allocations. The travel funds allocated in a given fiscal year must be used in that fiscal year.

   ii. Equipment: When funds are available, equipment (generally defined as permanent equipment valued at more than $500) requests are solicited from faculty by the chair of the Operations and Awards Committee. Each request is identified as belonging to one of four categories by the requestor which may be re-categorized at the discretion of the committee. The categories are: Cell and Molecular, Ecological, Support Facilities (office, BSSF, DNA sequencer, Blackwater Ecologic Preserve, and EM Lab), and Teaching. A representative from the Operations and Awards committee is appointed by the committee chair as a sub-group coordinator for each category. Interested faculty meet with sub-groups to prioritize requested items in each category. The Operations and Awards committee will receive prioritized equipment requests from the four
interest groups. The committee will vote on a final listing and will meet as a group to evaluate the final ranking of all equipment items. The final ranking and the individual rankings of the interest groups will be forwarded to the department chair for approval. Prioritized equipment lists produced in a given fiscal year are used to spend equipment funds in the current fiscal year.

**Executive Committee**

The Executive Committee serves in an advisory capacity to the department chair and manages the committee structure of the department.

**Membership.**

The Executive Committee will consist of Department Chair (non-voting member), Assistant and Associate chairs, and Chief Department Advisor, Graduate Program Directors, and two faculty selected at-large. The at-large members are elected by faculty vote, with run-off ballots distributed as necessary. Selection of the at-large members will be completed and the Executive Committee will be in place by May 1 of the current academic year for the ensuing year. At-large members can only serve for 2 concurrent years, but are eligible to be re-elected after stepping down for one year.

**Areas of Responsibility**

A. Meet regularly throughout the year with the Department Chair to provide advice and faculty oversight on:

   i. General departmental policies and procedures
   ii. Developing issues facing the department
   iii. Planning

B. Oversee the operation of departmental committees, to:

   i. Seek nominations from faculty for open positions on standing committees, and assign individuals to committees on the basis of those nominations (Committee assignments for the following academic year will be made by 1 April).

   ii. Appoint a temporary chair to call the first meeting of each standing committee.

   iii. Solicit student representatives to departmental committees.

   iv. Regularly review the departmental committee structure and recommend changes to the faculty.
C. Receive issues from faculty for consideration by committees or the general faculty.

D. Assign issues to standing committees of the department.

E. Establish ad hoc committees as required and select members to such committees.

F. Elect a chair from among its voting members by May 1 of the current academic year for the ensuing year.

G. Inform department faculty and staff of the dates of the Executive Committee meetings and distribute minutes within one week of meeting.

**Promotion, Tenure, and Continuance Committee**

Membership.

A. Membership is open to all full time, tenured faculty members in the Department of Biological Sciences.

B. The PT&C committee will organize a vote for the departmental representative to the College of Sciences PT&C committee. *The college committees shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.*

C. The chair of the Promotion, Tenure, and Continuance Committee is to be elected by May 1 of the current academic next year for the ensuing year.

D. The Department Chair is not a member of this committee, does not have a vote in committee actions, and cannot attend meetings of this committee, unless specific input is requested by the committee.

**Areas of Responsibility**

A. The Promotion, Tenure, and Continuance Committee evaluates faculty as indicated in the Old Dominion University Faculty Handbook (latest edition) following the schedule provided annually by the Office of Academic Affairs.

B. The review process will include the committee's recommendations in the following circumstances:
1. **Annual recommendations for re-appointment, or non-re-appointment, of first year faculty and non-tenured faculty to the Department Chair.** Recommendations are due according to the schedule in the Faculty Handbook; currently January 15 for first year faculty, and November 1 for non-first year faculty.

2. **Recommendations regarding non-tenured faculty seeking tenure and promotion according to the schedule in the Faculty Handbook.**

3. **Tenured faculty seeking promotion in rank; schedule as in the Faculty Handbook.** Evaluations regarding the promotion to the rank of Professor, or Eminent Professor will be made by the faculty of the Promotion, Tenure, and Continuance Committee who hold the rank of Professor in the department.

4. **Portfolio review of teaching by ad hoc committees appointed by the Chair of the Promotion, Tenure, and Continuance Committee.** Schedule for submission of materials determined by Departmental Chair. For non-tenured faculty reviews to be completed by 1 October as laid out in the Faculty Handbook. For faculty undergoing 5 year portfolio review all evaluations and recommendations to be completed before 1 February.

5. **Review of faculty in their third year, i.e., pre-tenure review.** Schedule based on Faculty Handbook.

6. **Recommendation of appointment of non-tenure track faculty.** In all department appointments, regardless of rank, it is desirable to have broad faculty input. At a minimum, this input should ideally include suggestions for people to fill these positions.

7. **Review of candidates for administrative positions (e.g., provost, dean) who will have her/his academic appointment in the department.**

D. **All balloting regarding committee decisions must be by secret written ballot.** To be eligible to vote on faculty-related decisions including reappointment, tenure, and/or promotion committee members must have read the appropriate faculty credentials.

E. **Recommendations regarding tenure and promotion will be forwarded to parties designated in the ODU Faculty Handbook and by directives from the Office of Academic Affairs.** All discussions and actions taken by the committee are confidential.

F. **Additional topics associated with faculty evaluation may be forwarded to this**
committee for discussion and/or recommendation by the Department Chair, Executive Committee, or faculty.

G. Appointment of adjunct faculty. Adjunct appointments are made by the Department Chair with the approval of the PT&C committee or by a sub-set of that committee established by the committee chair. Nominations are to include curriculum vitae and completed adjunct form. (Approved by the Executive Committee January 2006).
FACULTY RESPONSIBILITY ISSUES

Course syllabus.
Updated syllabi for all courses must be on file. Syllabi are to be submitted electronically in PDF format and named as follows: Biolxxx_Course name_semester_your name.pdf. The instructor will provide students with a syllabus during the first week of class each semester. The syllabus should include the material to be covered during the semester, requirements for student participation, assignments, required texts, grading system, attendance policy, information on how any conflicts between the student and instructor will be handled, and for laboratory courses, safety procedures and policies. If a course is offered at both the 4XX and 5XX levels (that is, both undergraduate and graduate levels), separate syllabi are required; the additional requirements for the graduate level must be clearly stipulated. Courses at the 7XX/8XX level must also include information on the increased expectations of students in the 8XX level course. Copies of final exams also must be filed with the departmental office.

Classroom attendance.
Faculty who must be absent from class must notify the Department Chair before such an absence. Information on course coverage during the absence must also be submitted to the Chair.

Out of Country Travel.
Faculty who travel out of the country should complete the Out of Country Approval Form. The Faculty Handbook indicates this form is to be submitted allowing a minimum of 30 working days for approval or disapproval of out of country travel. Justification and coverage of any classes that will be missed must be included with submission of the travel form.

Workload Release Time:
Faculty wishing to use grant funds to purchase release time must be aware of the university regulations found in the Faculty Handbook. Release time must be discussed with the chair in advance of the semester and approved by the Dean. A typical workload is 12 hours/semester composed of teaching, research (purchased time/contributed time/unfunded departmental time), and service. To determine cost per credit hour release: Annual salary ($) / 24 hours gives dollar amount for 1 teach-load hour release time.

Faculty sponsoring students in our capstone Biol 405 (Biology Seminar) course can receive up to one credit release time for every three or more students per semester that they sponsor over a calendar year; maximum of 3 hours release time per AY. This release time cannot be used to free a faculty member from all teaching commitments during a regular semester. The release time can be used to reduce workload in semesters where faculty are teaching more than one class, or as credit for service or research-related activities (departmental/unfunded research). Credit will be based on numbers of students reported in annual review material and
collected from instructors.

FACULTY EVALUATION POLICY

The Department of Biological Sciences is composed of two distinct faculty groups. These groups have developed over the department's history and consist of a research faculty and a teaching faculty. Special distinction for these two categories was established in 1974 when all faculty were placed in one of these classifications. Since that time, when hired, each faculty member is informed as to their classification as teaching or research faculty. This division of individual academic responsibility is considered necessary for the various roles accepted by the department in its undergraduate and graduate programs. Research faculty will be defined as those productive in research activities: publication of manuscripts and submission of research grant proposals; this status will be evaluated at the time of recertification for graduate certification.

GRADUATE CERTIFICATION.

Certification for graduate instruction is at two levels. A faculty member certified at Level 1 may participate in all phases of graduate education. A faculty member certified at Level 2 may teach graduate courses, serve as a member of graduate committees and participate in other aspects of graduate instruction with the exception of serving as Chair of Master’s or Doctoral committees.

If certified, the period will be for up to five (5) years or, in certain cases, for periods from 1-4 years. New faculty will initially be certified for three (3) years, renewed (3 years) at the time of pre-tenure review, and then for 5 years at the time of tenure. Tenured faculty will be scheduled for re-certification at the time of their 5-year in depth portfolio review. Faculty not currently certified may be certified at any time.

Certification of graduate faculty is primarily the responsibility of the Department Chair, in consultation with the PT&C Committee. The chair will notify faculty who are to be evaluated for certification and will indicate what information the faculty should forward to the chair for review. After review of these materials, the chair will determine whether a faculty member should be certified for graduate instruction and, if certified, at what certification level.

Criteria for initial certification of faculty:
1. Possession of a Terminal Degree (Ph.D).
2. An expressed interest in graduate teaching.
3. Demonstration of, or a potential for, research productivity.

Criteria for recertification of faculty:
1. Possession of a Terminal Degree (Ph.D.).
2. Demonstration of quality graduate instruction.
3. Demonstration of research productivity during the previous five years including such activities as: a) refereed publications, b) presentations at professional meetings, c) submission of grant proposals and d) other related professional activities including involvement of graduate students in professional meetings.

Candidates for Level 1 certification will have met the following minimum criteria. During the previous five years, candidates will have published at least four papers in refereed journals or other qualified refereed publications. A book published through a scholarly press or a book-length monograph may normally substitute for 2 papers. Refereed book chapters may substitute for no more than one refereed journal publication. During the previous five years, the candidate will have made at least four formal presentations at national or international scientific conferences. Regional conference presentations may substitute for national or international presentations. In evaluating such substitutions, the Department Chair will take into account the scholarly stature of the regional conference and the extent of the region served by the conference. Similarly, refereed publications exceeding the requirements described above may, under some circumstances, substitute for conference presentations.

Candidates not certified for Level 1 may be considered for certification for Level 2 if they have demonstrated some scholarly or professional accomplishments in the form of publications or presentations during the previous five years. Faculty who do not meet the requirements for Level 1 certification at the time of certification renewal can be designated “Provisional Level 1” for a period of no more than 3 years. This status allows the faculty member to continue to serve as chair of current students committees, but not to take on any new students.

EVALUATION CRITERIA FOR FACULTY

1. Faculty should clearly understand the criteria used in their evaluation. These are outlined below. Levels of expectation and performance are established by the College of Sciences.

A. The Faculty Handbook states that a standard teaching load is 12 hours per semester. Other assignments may be made to fulfill or be added to the 12 hour commitment. The handbook also indicates it is University policy that laboratory contact hours are considered equivalent to 0.75 hours each when evaluating faculty loads. The standard teaching load in the college is 2 courses per semester per year.

B. Teaching faculty should be specifically concerned with fulfilling their teaching commitments. To meet this obligation the Chair often has to consider average loads over the academic year, rather than requiring 12 hours each semester. It is also understood that the nature of some courses often do not allow for an even 12 hours per semester, and that enrollments and other classroom responsibilities are considered.
2. Because the teaching faculty do not have the same responsibilities as the research faculty, their evaluations are based on teaching and professional service. Criteria to evaluate teaching for both teaching and research faculty will include the following:

A. Teaching performance.
   Determined by student evaluations and departmental peer evaluations, which can include classroom visitation. Peer evaluations also include portfolio review. Guidelines for the portfolio review process are:

   a. Syllabus for each course (to minimally include):
      1. Course objectives
      2. Student evaluation process and policies
      3. Grading standards and policies
      4. Classroom standards and policies on attendance, dishonesty, etc.
      5. Assistance procedures from instructor and other sources.
      7. Distinction between requirements for 400 and 500 levels.
      8. Outline of procedure for conflict resolution.

   b. Representative materials provided to students for each course.
      1. Evaluation instruments; tests, quizzes, etc.
      2. Ancillary instructional materials.

   c. Summary Information for each course.
      1. Sections taught
      2. Final enrollment
      3. Grade distribution

   d. Introspective evaluation by faculty member for each course.
      1. Course objectives relative to understanding basic principles of biology.
      2. Relationship of teaching methods and course objectives.
      3. Summary of efforts to improve teaching effectiveness.
      4. Reference can be made to student evaluation numerical scores to show improvement or quality of teaching, but copies of the evaluation material should not be included in the portfolio materials.

Guidelines for the Portfolio Review Committee.

Each evaluation should consider teaching load and contain comments on the quality of the following elements of the portfolio:

   a. Syllabus: Are all elements of the syllabus present and clearly stated?
b. Goals: Are course goals and objectives consistent with stated biological principles?

c. Methods and materials: Are teaching methods consistent with course goals?

d. Improvement efforts: Are improvement efforts appropriate?

e. Suggestions for improvement.

Portfolio review materials are to be submitted electronically to the Department Chair on dates specified by policy or by the Chair. The Chair will then pass that information on to the Promotion, Tenure and Continuance Committee chair. The Promotion, Tenure and Continuance Committee will select a single Chair for all Portfolio Review Committees in a given year. Selection of the members of each review committee should reflect the general area covered by the Portfolio.

Other methods of teaching evaluation may include class visitations by the chair or designee, and student feedback directly to the chair.

B. Course innovation. Includes the development of new courses (when needed), the improvement of existing courses, participation in evening off-campus programs, participation in instructional (or subject) improvement programs, development and use of on-line courses etc.

C. Educational grant development. Teaching faculty are encouraged to seek funding support for various courses and programs, equipment grants, or promote special instructional programs for secondary school teachers, high school students, participation in professional improvement workshops, etc. among others. Such activities are considered part of the academic role of the faculty member in the department and college.

D. Classroom efficiency. Responsibilities assumed by faculty in ordering supplies, maintaining and proper use of laboratory equipment assigned to faculty member, among others.

E. Related factors to teaching are also considered. These include class size, number of class or laboratory preparations, supervision of teaching assistants, counseling, etc.

F. A faculty member under review will receive a copy of the draft report and have opportunity to respond, or revise his/her portfolio, before the final report is submitted. If necessary, the faculty member can meet with the committee to discuss issues raised in the draft report. (Approved by the Executive Committee 21 February 2006).
3. Professional Service. All faculty members, including teaching faculty, are expected to participate in professional service activities.

Service activities include: sponsoring of Biol 405 students; membership in departmental, college, and university committees; advising students; service assignments within the department (program directors, assistant/associate chair); sponsorship of student activities. Community service relevant to the faculty member's professional area are important, including consulting activities (both paid and unpaid); speaking engagements; non-campus courses, workshops, projects and colloquia; and non-instructional outreach programs. Important service to scholarly or professional societies including holding office, membership on committees, hosting meetings, and serving as editors of journals. Included in this category would be publications by both teaching and research faculty in their professional journals, cooperation or joint interaction with other faculty in research or other academic activities. However, it should be noted for the teaching faculty, that scientific research activities are not required in their faculty role and that research would not be accepted as a substitute for poor teaching. However, any research support or actual research activities that the teaching faculty develop in addition to their teaching and service role would be considered an additional contribution in their professional evaluation.

4. Research and degree of emphasis for each evaluation category. In addition to the areas of teaching and professional service mentioned above, the research faculty have a major commitment to maintain an active productive research program as defined by publications and submission of research grant proposals. For the teaching faculty evaluation categories would be approximately 80% teaching, 20% professional activities. For the research faculty 40% research, 40% teaching, 20% professional activities. However, these should be considered on a sliding scale for the research faculty member. A significant increase in the research commitment as measured by increased funded research grants and publications would reduce the emphasis in the other two areas. For the teaching faculty, emphasis would always be placed on a strong commitment and satisfactory performance in teaching. In the past, research faculty engaged in research have been granted three hours of release time. This is not automatic, and should be limited to three hours per semester in the absence of external funding. If a faculty member is not research active, instead of release time appropriate classroom or other assignments will be assigned. In addition, anyone desiring more than the three hours release time would be expected to have these hours paid for from grants or contracts as purchased release time. The Chair will work with the faculty to set up a two semester program of class and research loads, in case more research time is required over different periods of the year. Within the research area, criteria used for evaluation will include the following:

A. Publications. Numbers of papers, types of papers, length, abstracts, quality of journal where the paper was published, multiple or single authored, senior
author, etc. are some of the factors to consider. Technical reports are not considered legitimate publications.

B. Grants and contracts. Important considerations are level of funding awarded, effort expended to acquire funding, and funding of students. Submission of research proposals is expected of all research faculty.

5. Other. Other factors that may enter into evaluations may come under this category. These include the following:

A. Taking on specific departmental assignments of responsibility (e.g., departmental advisor, directing major programs or committees).

B. Participation in workshops or programs to enrich your academic background.

EVALUATION SCHEDULES

1. Faculty will be evaluated in accordance with the general guidelines presented in the Old Dominion University Faculty Handbook and policies established within the College of Sciences. By the beginning of the fall semester, faculty will be informed of the date their evaluation materials are due to the Chair. The evaluation period is for the calendar year, i.e., the spring semester of one academic year and the fall semester of the next academic year.

2. Departmental faculty will be evaluated as either research faculty or teaching faculty.

   a. Each portfolio must be evaluated by at least three individuals.

   b. Non-tenured faculty will be evaluated annually by the Chair and the departmental Promotion, Tenure and Continuance Committee. Each annual evaluation will include a portfolio review of teaching for all structured courses taught in the previous two semesters.

   c. Tenured faculty will be evaluated annually by the Chair and an in-depth review will occur at least every five years.

   d. The in-depth portfolio will consist of all instructor-provided materials used in each course (not section) during the period covered by the evaluation. Materials from only the most recently taught section of each course and only from courses taught during the period covered by the evaluation should be included. If the faculty member chooses, summer session courses may be included.
3. Vitae (electronic) must be updated annually by all faculty.

4. Each faculty member is responsible for updating, at least annually, their information in the 'Faculty Activity System (FAS)'. This information will be used for reports throughout the year. The Department Chair will inform faculty when the information will be used so they have the opportunity to update their information.
STANDARDIZED FACULTY CURRICULUM VITAE

Having a uniform format for faculty curriculum vitae (CV) makes recovery of data much easier. This information is often needed at the last minute for proposal preparation, media requests, and other situations where contact with the faculty member may not be possible. An updated CV is required each year and forms the basis of annual and other evaluations. All copies are electronic; however, each faculty member should ensure that an archival copy is retained in their own files.

GUIDELINES FOR COMPLETING "Standardized Curriculum Vitae"

A. Your complete name. NOTE: Do not list your social security number, date of birth, or race.

B. Identify yourself with a specific scientific discipline (e.g., Microbiology, Anatomy, etc.)

C. Education: give the school, location, degree earned, and dates attended.

D. Professional employment: give the position, employer, location, and dates of each position held, beginning with current position. In the case of advance in rank at the same institution, list the ranks held and dates for each (e.g., Professor, ODU, Norfolk, VA, 2004 to present; Associate Professor, ODU, Norfolk, Va, 1997 to 2004; etc.). If you hold a joint appointment, please list this separately as a different position. Administrative offices should also be listed separately (e.g., Chair, 2006-present). Visiting professorships for periods of at least one semester may also be listed. List all professional employment, including employment while in school.

E. Teaching experience

1. List the courses you have taught by title and course number; indicate courses taught during the past 3 years by entering the year in parentheses.

2. Please list seminars separately under "Other".

3. Please summarize your graduate student advising by giving
   a) the number of graduate students you advise as major professor
   b) the number of graduate students you advise as a member of their committee
c) the categories of each student, as follows: M.S. and Ph.D.

d) Give the title for each thesis or dissertation completed under your supervision.

F. Publications

1. Cite books of which you are the author, or one of the authors. If you are the editor, please cite this clearly. Monographs are considered as major works frequently, though not necessarily, published as a separate issue or volume of a journal, bulletin, or other serial, e.g., VPI&SU Insects of Virginia monographs.

2. Published articles. This term is reserved for relatively short works included among other works in a single issue or volume of a serial publication or symposium proceedings. Chapters in books may be cited here also. Publication is defined as printed material, made in multiple copies, and copyrighted by the publishers. Normally, the publication is available for sale. Only articles published in scientific and or technical journals should be cited. Spell out the name of the journal. Articles accepted for publication should be cited as In Press; if known, the volume and issue of expected publication may be listed.

3. Manuscripts. Articles submitted for publication must be listed separately. Please indicate the journal to which the MS was submitted, and its current status (if known). Articles in an advanced state of preparation (e.g., text, figures and tables done, but undergoing revision) may also be listed. The MS must truly exist, and the authors should plan to submit the MS for publication in the near future. Make a clear distinction among papers in preparation contra those submitted and in review to avoid the impression the CV is being inflated.


5. Technical Reports: As required by the sponsor. Cite in the same manner as an article.

G. Papers presented at meetings. Differentiate between invitational papers (e.g., keynote address, symposium, etc.) and submitted papers. Cite each presentation according to the format for published articles. Note any of your graduate students who are co-authors.

H. Grants and Contracts. List those grants you have received for which you are the Principal Investigator. Identify the sponsor, total (not direct costs) dollar value provided by the sponsor, and the period of support. Provide similar information
for projects on which you serve as Co-Principal Investigator or consultant.

I. Institutional grants. Provide information on such grants according to the format for "H" above.

J. Grants/Contract Proposals submitted. Provide information on grants/contracts you have submitted for funding to external agencies, according to the format for "H" above. Again, identify your role in the project (P.I., Co-P.I., etc.).

K. Unfunded research projects. This item is included to allow description of any substantial on-going research activity in which you are engaged, other than funded projects described earlier. Describe such unfunded projects in the same manner as "H" above, i.e., with a title, faculty participants, and duration. Indicate whether the project is expected to lead to an application for external funding.

L. Professional service (University)

   1. Please list the committees on which you serve. If you are the chairperson of a committee, please indicate this fact.

   2. Advising. Please summarize this effort by estimating the annual total of students advised and their academic rank (upper classmen, M.S. graduate students, etc.).

   3. If you supervise a departmental service, e.g., BSSF, E.M. Center, Greenhouse, etc., please indicate.

   4. If you serve as faculty advisor to a club or other group, please indicate.

M. Professional service (off campus)

   1. Invited talks include lectures given at other schools or institutions. Please indicate if this was accompanied by an honorarium and travel expenses.

   2. Volunteered talks. Participation in the ODU Speakers Bureau or other voluntary service may be listed here.

   3. Convener. If you have been asked to organize a symposium at a state, regional, national or international meeting, please indicate here.

N. Consulting. Professional consulting, whether compensated or not, may be listed here. Identify the sponsor and the nature of service rendered. (Limit to previous 3 years.)

O. Career development activities. This section of the CV is provided to allow
description of any efforts you have made, other than your on-the-job work experience, towards your professional development. Examples include 1) advanced courses or workshops you may have attended (indicate sponsor, location, and duration; please specify whether a certificate or course credit was given), 2) research assignment (indicate institution, location, period of study, and the nature of the new skills or training required).

P. Honors and awards. Please list these achievements. Examples of honors might include election to an honorary society (e.g., Phi Beta Kappa, Phi Kappa Phi), of an award, recognition as the outstanding teacher of the year (with monetary grant), award of a medal in recognition of scholarly achievement or service, etc.

Q. Memberships in professional organizations self-explanatory.

R. Narrative summary. This should be limited to one paragraph, 200 words or less. It should present a reasonably concise description of the nature of your expertise, your teaching and research interests, and your long range career goals. For example, this paragraph should be written so that it could be put on your web site.