

DEPARTMENT OF BIOLOGICAL
SCIENCES POLICIES AND
PROCEDURES

Department of Biological Sciences
Old Dominion University
Norfolk, Virginia 23529-0266

25 January 2007

This is an updated version of our department's policies and procedures. Dan Dauer wrote the original manual when he was chair and it has proved durable because it is beneficial to the functioning of our department. Andy Gordon revised it when he was chair. The last revision was in 2003 and this iteration is based on that.

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.

With the help of Wayne Hynes, I have edited for clarity, uniformity, and accuracy-- especially in view of changes that have taken place since the last revision.

Lytton John Musselman
25 January 2007

GOALS OF THE DEPARTMENT OF BIOLOGICAL SCIENCES

- A. To generate knowledge in fields of biological investigation
- B. To ensure, through the teaching of nonmajor students, a citizenry capable of informed judgments on biological issues.
- C. To train students in the fundamental principles of biology relevant to their future disciplines.
- D. To produce biology graduates scholastically competitive at the national level.
- E. To recruit well-prepared candidates for graduate study.
- F. To apply the most current techniques and technologies to the pursuit of all research and teaching activities.

FACILITIES

1. The Mills Godwin Life Sciences Building, housing the Department of Biological Sciences and Department of Psychology, was completed in February 1981. This building contains instructional classrooms, laboratories, and research facilities.
2. A fully equipped electron microscopy laboratory with both a scanning and a transmission electron microscope.
3. Complete rearing and holding animal facility for animals used in laboratory and research studies (includes colonies of between 300-400 animals, mostly laboratory mice, rats, and

rabbits).

4. A new greenhouse is scheduled to open some time in 2007 with an exceptional orchid collection. In addition, there are greenhouses located on the top of Mills Godwin Building.
5. Herbarium. Presently there are over 20,000 plant specimens in the collection.
6. A facility, the Biological Sciences Support Facility (BSSF) to support classes and research, staffed by professional biologists.
7. Instrumentation rooms with specialized equipment for physiological, bioassay, DNA sequencing, radiological studies, cold, and dark rooms.
8. The Benthic Ecology Laboratory which conducts monitoring programs in local estuaries.
9. Human cadaver laboratory for use in anatomy and advanced anatomy program.
10. Ecological facilities including several departmental vehicles and boats.
11. A museum of birds, mammals, fishes, snakes, amphibians, and insects for classroom and research purposes.
12. The department owns and manages the 319 acre Blackwater Ecologic Preserve in Isle of Wight County, Virginia, the prime component of the 1000 acre Zuni Pine Barrens State Natural Area.

OFFICE FUNCTIONS

1. Greet and assist office visitors and telephone inquiries.
2. Distribution of mail for faculty, facilities, and graduate students.
3. Copying, stapling, collating, and mailing that has a direct relationship to classroom instruction.
5. Preparation of payroll forms for part-time faculty, research assistants, teaching assistants, and work study students.
7. Manage the tuition assistance for out-of-state master's students and all Ph.D. students.
8. Placement of department orders for faculty and facilities.
9. Working with bookstore and faculty, coordinate and submit textbook orders.
10. Assignment of course call numbers for topics and research.

11. Maintain supply budget records.
13. Working with Chief Departmental Advisor and Graduate Program Directors, maintain student files and database for undergraduate students.
14. Bill faculty and facilities for gas purchase and rental, BSSF supplies, EM services, DNA sequencer costs, office supplies, phone/fax use, photocopying, and shipping.

Other Main Office Information

The department fax machine is located in main office. It is for the use of all faculty and staff.

The office equipment in the main office is solely for the office staff.

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 photocopy and printer located in the workroom, are available for faculty and staff use. Please leave the room and machines as you found them (i.e., dispose of trash, reset levers on machines to original position).

Each faculty member is issued a card for photocopying; replacement cards cost \$5.00. Faculty are responsible for use and security of their card. Also, please remember no more than 20 copies per page of any one item when using photocopy machine. Larger printing jobs should be sent to the OCCS printer.

BIOLOGICAL SCIENCES SUPPORT FACILITY (BSSF)

The BSSF provides support for departmental courses each academic year, partial preparative support to several other courses and individual instructors each year.

Policy and Services:

Functions, prioritized, include:

1. Preparation of microbiological media, reagents, stains, and assisting in field oriented classes.
2. Maintenance, subculture and/or preservation of microbial stock cultures utilized by the BSSF.
3. Maintenance and scheduling of field vehicles.

4. Accepting deliveries, rectifying any problems with those parcels, and notifying faculty of such arrivals.
5. Maintenance and operation of the DNA sequencer and billing for that service.
6. Support of purchasing procedures adapted by department.

Because of the time, effort, and space involved in fulfilling these functions, the BSSF cannot be utilized

1. to replace graduate teaching assistants or graduate research assistants.
2. for the purpose of "setting up" a laboratory.
3. for the purpose of running "dry labs".
4. for the purpose of doing research for faculty members.
5. to run errands
6. as a stockroom (in Room 207 MGB).

Requisitions for BSSF Services.

BSSF requisition forms are available in both the department main office, the BSSF "prep" area, and online, by request. A requisition must be submitted a minimum of ten (10) working days prior to the needed date. Completed requisitions should be deposited in the BSSF receptacles either in MGB 207 or 110, or sent to the BSSF supervisor. The requisition will be assigned to a BSSF staff member by the Supervisor, after a work priority is determined. All requisitions will be assigned a number which should be referred to when making inquiries.

Once a work priority and number has been assigned, the laboratory specialist will begin work. Upon completion of a work order, the requesting faculty member will be notified. It is imperative that completed orders be picked up as soon as possible after notification since the BSSF has no storage capabilities.

As the BSSF is responsible for the constant availability of supplies, biologicals, and equipment in good working order, entrance to the facility is restricted to facility staff and other authorized personnel. Room 207 MGB is restricted to those persons checked out on the equipment by a BSSF staff member. The BSSF will be operational full time during the working day but will be secured after hours. Undergraduate students are not to be encouraged to go to the BSSF or to ask staff members of the BSSF for supplies or assistance.

Charges are made to the faculty's department or 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).

Faculty Complaints and Suggestions

Problems with 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 office 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.

1. Administration of university and college policies at the department level.
2. Development of department short-and long-range plans and their evaluation.
3. Curriculum development.
4. Maintenance of an effective advising system within the department.
5. Preparation and administration of the department budget.
6. Administration of the department office and facilities.
7. Conflict resolution among students, faculty, and staff utilizing university policies for mediation.
8. Supervision and evaluation of the department staff.
9. Development of faculty in teaching, research, and professional service.
10. Evaluation of faculty in teaching, research, and professional service.
11. Evaluation for tenure, promotion, and salary increases.
12. Effecting the affirmative action/equal opportunity program within the department.
13. Recruitment and reappointment of faculty.
14. Establish a mentoring program for new assistant professors and other faculty as

needed.

15. Liaise with other academic and administrative units of the college and university, and with appropriate external agencies.
16. Represent the department in the community and establish relationships to further the interests and programs of the department.
17. Identify department, college and university awards for faculty and students.

Associate Chairs

Because of the size and complexity of the Department of Biological Sciences, associate chair/s are appointed by the chair with the approval of the Executive Committee. 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.

Chief Departmental Advisor

The Chief Departmental Advisor is responsible for administering all policies and procedures of the undergraduate programs, maintenance of an effective advising system for the undergraduate program, certifying undergraduate students for graduation, serving as a permanent member of the Curriculum Committee, and serving as an *ex officio* member of the Executive Committee.

STANDING COMMITTEES

The following are standing committees in the Department:

- Budget and Operations Committee
- Curriculum Committee
- Executive Committee
- Seminar Committee
- Tenure, Promotion, and Continuance Committee

General Considerations for committee structure:

The Executive Committee will make appointments to all standing committees for the next academic year by 1 May of the previous academic year. In making these appointments the Executive Committee will consider both the continuity in committee membership and a reasonable turnover of members on each committee. 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 at their first meeting.

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 student will be available on departmental committees with the exception of the Tenure, Promotion and Continuance Committee, the Executive Committee and the Portfolio Review Committee. The Executive Committee shall inform students of these positions and request representatives from appropriate student organizations. 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 posted inviting all Faculty to attend with the exception of Promotion, Tenure and Continuance Committee meetings.

The areas of responsibility and membership of each committee are:

Budget and Operations Committee

1. Areas of Responsibility.

The Departmental Budget and Operations Committee makes recommendations to the department Chair for travel and equipment funds. The Budget and Operations Committee also makes recommendations to the department Chair regarding allocation of space for faculty and students including keeping a current inventory of space usage, handling requests for space, and annual evaluation of space usage. Consider safety issues. Oversight of departmental vehicles and boats. Building upkeep.

- A. Travel: Travel allocations to faculty are used for convention travel. Faculty and staff should submit travel requests for the next budget year by 1 May. 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.
- B. 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 Budget and Operations Committee early in the spring. Each request is identified as belonging to one of four categories by the requestor (these may be re-categorized at the discretion of the Committee chair). The categories are: Biomedical, Ecological, Support Facilities (office, BSSF, DNA sequencer, Blackwater Ecologic Preserve, and EM Lab), and Teaching. A representative from the Budget and Operations 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 Budget and Operations committee will receive prioritized equipment requests from the four interest group. 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.

2. Membership. Four faculty including the associate chair/s. Membership should represent the undergraduate programs, the facilities, the ecology program, and the biomedical sciences program. Chair elected by members excluding the chair. The senior fiscal technician is also a member.

Curriculum Committee

1. Areas of Responsibility
 - A. Review of curriculum and degree requirements
 - B. Evaluation of new courses. The procedure for approval of new courses (including changes to existing courses such as course number) 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 and a course proposal following the guidelines given below and forward these materials 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 then seek the advice and consent of the entire faculty, or send the course proposal through the appropriate university committees.
 - C. Recommendations to the department chair for certification of graduate instruction.
2. Membership: the Chief Departmental Advisor, the Pre-Health Advisor, the Master's Graduate Program Director, and one other faculty. The associate chair and the Doctoral Program Directors will serve as *ex officio* members.
3. Degree Programs. Normally routine matters affecting the operation of individual degree programs will be conducted by the Graduate Program Directors of the respective graduate programs and by the Chief Departmental Advisor.

Executive Committee

1. Purpose: The Executive Committee serves in an advisory capacity to the department chair and manages the committee structure of the department.
2. Areas of Responsibility
 - A. Meet regularly throughout the year with the department chair to provide advice and faculty oversight on:
 1. General departmental policies and procedures
 2. Developing issues facing the department

3. Planning
- B. Oversee the operation of departmental committees, to:
 1. 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 May).
 2. Appoint a temporary chair to call the first meeting of each standing committee
 3. Solicit student representatives to departmental committees
 4. 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. Membership. The Executive Committee will consist of Graduate Program Directors, and two faculty selected at-large. The at-large members must be elected by majority vote of the faculty voting, 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 the second week of the academic year. The department chair, associate chair/s, and Chief Department Advisor are non-voting members of the committee.
 - G. The Executive Committee will elect a chair from among its voting members.
 - H. Department faculty, staff, and students will be informed of the dates of the

Seminar Committee

1. 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.

2. 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 .

3. 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
- F. Arrange for audio-visual service, the weekly set-up of easel announcements, and the refreshments for the pre-seminar social.

Tenure, Promotion and Continuance Committee

1. Areas of Responsibility

- A. The Tenure, Promotion 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.

2. Recommendations regarding non-tenured faculty seeking tenure and promotion.
 3. Tenured faculty seeking promotion in rank. Evaluations regarding the promotion to the rank of Professor, or Eminent Professor will be made by the faculty of the Tenure, Promotion 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 Tenure, Promotion and Continuance Committee.
 5. Review of faculty in their third year, ie, pre-tenure review.
 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 and interviews to which faculty, staff, and students are invited
 7. Review of candidates for administrative positions (eg, provost, dean) who will have her/his academic appointment in the department.
- C. All balloting regarding committee decisions must be by secret written ballot. To be eligible to vote, committee members must have read the appropriate faculty credentials.
- D. 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.
- E. 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.
- F. 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 required to include a curriculum vitae and completed adjunct form. (Approved by the Executive Committee January 2006).
2. Membership.
- A. Membership is open to all full time, tenured faculty members in the Department of Biological Sciences.

- B. The chair of the Tenure, Promotion and Continuance Committee is elected at the first meeting of the academic year.
- C. The department chair is not a member of this committee, or has any vote in committee actions, and cannot attend meetings of this committee, unless specific input is requested by the committee.

FACULTY RESPONSIBILITY ISSUES

Course syllabus. Updated syllabi for all courses must be on file in the department office. During the first week of classes, the instructor will provide the students with a syllabus. 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 400 and 500 levels (that is, both undergraduate and graduate levels), the additional requirements for the graduate level must be clearly stipulated. Copies of final exams also must be filed

Classroom attendance. Faculty who must be absent from class must notify the department chair before such an absence.

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.

1. 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 three (3) years or, in certain cases, for one (1) year. Faculty scheduled for re-certification will be evaluated during the spring semester of their final year of certification. 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 PTC 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. The chair's decision should be made in consultation with the Curriculum Committee.

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 professional activity in the form of publications or presentations during the previous five years.

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 three 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..

Faculty satisfying the three criteria listed above will be certified at Level 1. Those faculty satisfying criteria 1 and 2 and who demonstrate some scholarly or professional accomplishments may be certified at Level 2.

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.

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 given in the guidelines established by

the College of Sciences. See:

[http://www.odu.edu/webroot/instr/sci/lmusselman.nsf/files/evaluationcriteria.pdf/\\$FILE/evaluationcriteria.pdf](http://www.odu.edu/webroot/instr/sci/lmusselman.nsf/files/evaluationcriteria.pdf/$FILE/evaluationcriteria.pdf)

- 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.
 - 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 are by 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.
 - 6. Safety concerns.
 - 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.

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.

The Promotion, Tenure and Continuance Committee will select a single chair for all Portfolio Review Committees in a given year. No change is suggested in the selection process for the remaining members since their makeup should reflect the general area covered by the Portfolio.

Other methods now in use may include class visitations by the chair, 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, 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 membership in departmental, college, and university committees; advising students; service assignments within the department (program directors, 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 that 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 research program. For the teaching faculty it 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 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 an automatic condition. Instead of this 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 purchase 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, in what journal 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, efforts expended to acquire funding, effectiveness of administering awards.
- 5. Other. Other factors that may enter into evaluations may come under this category. These include the following:
 - A. The advising of large numbers of graduate students for thesis research.
 - B. Taking on specific departmental assignments of responsibility (e.g., departmental advisor, directing major programs or committees).
 - C. Participation in workshops or programs to enrich your academic background.

EVALUATION SCHEDULES

- 1. Faculty will be evaluated in accordance to the general guidelines presented in the Old Dominion University Faculty Handbook and the policy established within the College of Sciences. By the beginning of the fall semester, faculty will be informed on the date their evaluation materials are due to the chair. The evaluation period is for the calendar year, ie, 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.
- 3. A. 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.

B. Tenured faculty will be evaluated annually by the Chair and an in-depth review will occur at least every five years. The in-depth review includes all courses taught in the previous two years.

C. Vitae must be updated annually by all faculty.

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. Each faculty member's curriculum vitae, in this format, is kept in the main office. 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.
 4. Abstracts and book reviews: self explanatory.
 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.