

DEPARTMENT OF BIOLOGICAL SCIENCES POLICIES AND PROCEDURES

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

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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 materials 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.
- Large 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 Conservancy, 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 Stiffler 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.

- Maintain entries in Index Herbariorum (<http://sweetgum.nybg.org/ih/herbarium.php?irn=125609>)
- 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. 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 two 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:
- **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.
 - **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 three full-time faculty (two tenure/tenure track and one lecturer) selected at-large. The at-large members are elected by faculty vote. 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 chair or by a subset of that committee established by the committee chair. Nominations are to include curriculum vitae and completed adjunct form.

FACULTY RESPONSIBILITIES

The Department of Biological Sciences full-time faculty is composed of two distinct groups: research-active faculty and teaching faculty. Lecturers, adjunct faculty are primarily teaching faculty. The two tenure-track groups have developed over the department's history and consist of a "*research-active 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.

The ODU Faculty Handbook defines in the section titled "*Academic Rank and Criteria for Ranks*" (p. 31, 2015 version) the various types of faculty that are recognized by the university and their general role within the university. However, that description lacks detail with respect to specific roles and responsibilities of full-time faculty within departments. The table below summarizes by full-time faculty type those roles within the Department of Biological Sciences. An "X" in the table indicates approved roles.

Roles / Responsibilities	Professor, Assoc Prof Asst Prof (grad level 1)	Professor, Assoc Prof Asst Prof (grad level 2)	Lecturer & Senior Lecturer	Research Professor Assoc Prof Asst Prof	Emeritus
Teaching					
undergraduate courses	X	X	X	X	X
graduate courses	X	X	X ¹	X ¹	X ¹
Research supervision					
undergraduate research supervisor	X	X	X	X	X
grad student advisor	X ²				X ³
grad student co-advisor	X	X	X ¹	X ¹	X ¹
grad student committee member	X	X	X ¹	X ¹	X ¹
Departmental Voting					
departmental administration	X	X	X		
faculty evaluation	X	X	X		
undergraduate curriculum	X	X	X		
graduate curriculum	X	X	X ¹		
Administration					
departmental committees	X	X	X		
graduate program director	X				
associate dept chair	X	X			
dept chair	X ⁴	X ⁴			
¹ If certified at graduate level 1 or 2 ² If certified at graduate level 1 by the Department of Biological Sciences ³ For current students up to 5 years post-retirement ⁴ Assistant professors may not serve as department chair.					

As per university policy, Emeritus Faculty are permitted "*Attendance at faculty meetings (non-voting), at receptions, and at academic processions, including Commencement.*" The department extends these same privileges to Research Faculty.

- Graduate student advisors must be Graduate level 1 certified by the department and are recognized as the faculty member responsible for the student. All committees must have a Graduate level 1 advisor.
- Status as a Co-advisor recognizes a greater level of input than a committee member; co-advisors can be Graduate level 1 or 2. Committees cannot have two co-advisors directing the student; each graduate student must have an advisor and may have a co-advisor.
- Lecturers, Research Faculty, and Emeritus Faculty may serve on graduate committees if certified as Graduate-level 1 or 2.
- Lecturers, Research Faculty who are also appointed as adjuncts in the department, and Emeritus Faculty may serve as co-advisors of graduate students if co-advising with a tenure-track faculty member in the department

who is the student's advisor and is certified at Graduate-level 1.

- Emeritus faculty can maintain Graduate level 1 status for up to 5 years post-retirement during which time they may remain advisor to graduate students who were under their supervision at the time of retirement. Upon retirement, Emeritus faculty can only serve as co-advisor to new graduate students and only if they maintain Graduate level 1 or 2 status.
- Lecturers, Research Faculty, and Emeritus Faculty who participate on graduate committees or as co-advisor are expected to attend faculty meetings and meetings of the graduate faculty to insure that they remain up to date on departmental, college, and university policies pertaining to the graduate program.

Adjunct faculty or individuals external to the department who are approved for Graduate Level 1 or 2 status, may be approved to teach undergraduate or graduate courses and may serve on graduate committees; they cannot be advisor of graduate student committees.

Faculty teach load

The ODU Faculty Handbook states the following: "*The standard teaching load at Old Dominion University is 24 load hours for the academic year. Each chair will, in consultation with the faculty member, determine how the equivalent of that load is comprised for that faculty member in the department/school, after considering the goals and objectives developed by the faculty member and agreed to by the chair as a part of the annual evaluation process. Such load should be apportioned among teaching, research, administration, and other significant responsibilities approved by the chair. Responsibilities which the chair should take into account include curriculum development, academic advising, supervision of theses and dissertations, supervision of student internships, service in professional organizations, and special community or university services. Copies of the workload apportionment will be provided to each faculty member and forwarded to the dean for approval each semester and to the provost and vice president for academic affairs for information.*" 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 for research-active tenure/tenure-track faculty in the college is 2 structured courses (3 - 5 credit hrs each) per semester per year. This load may be reduced to one structured course (3 - 5 credits) per semester if the faculty member demonstrates significant research activity; in no case will the workload be reduced to less than one structured course per year. A reduced teaching workload is subject to review and can be maintained only with strong productivity in research, as measured by publications in high quality peer-reviewed journals, the maintenance of substantial funded research, by presentations at national and international scientific meetings, and other evidence of scholarship.

The standard teaching workload for a lecturer in the Department of Biological Sciences is 12 hours per semester, which is typically three or four 3 credit classes per semester or the equivalent thereof. Other responsibilities (including service, curriculum

development, academic advising, and administrative responsibilities) should be taken into account when determining workload.

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.

Faculty Classroom attendance

Expectations and policies regarding faculty absences from assigned classes may be found in the ODU Faculty Handbook (p. 115, Rev. 2015).

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 EVALUATION POLICY

Teaching faculty are those who are engaged primarily in teaching and service, and whose research activities do not qualify them for Level 1 graduate faculty certification. Research-active faculty are those with teaching and service responsibilities and who hold Level 1 graduate faculty certifications, and are thus also productive in the publication of manuscripts, presentations at scientific conferences, submission of research grant proposals, and graduate student supervision; this status will be evaluated at the time of recertification for graduate certification. Faculty initially categorized as research-active but who do not meet the criteria for Level 1 graduate

certification will be reclassified as teaching faculty until recertified as Level 1 graduate faculty at their next regularly scheduled review.

Evaluation Criteria for Research-active Faculty

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.

Evaluation of Research

The university faculty handbook requires that the department has a clear statement on the criteria used for evaluating the research and scholarly activity of tenure-track research-active faculty (see section on "*Evaluation of Scholarly Activity and Research*"). To be considered "research-active" in the Department of Biological Sciences, faculty must be: active in attaining research funding; publishing peer-reviewed scholarly materials; presenting research results at national or international scientific conferences; and mentoring graduate students as chair of M.S. or Ph.D. advisory committees.

a. Funding:

It is expected that research-active faculty seek and attain research funding to support their research and that of their graduate and undergraduate students. Faculty may not necessarily have active grants every year. But to remain research-active, faculty that do not have research grants are expected to submit at least one proposal/pre-proposal to an external agency each year and must garner grant funding at least once during every five year graduate faculty certification cycle.

Modern research in the biological sciences is inherently collaborative, as is reflected in co-authored proposals and publications. However, faculty members are expected to develop their own recognized research program and therefore are expected to be the lead-PI on some of their grant proposals.

GRA support is essential to the maintenance and growth of our graduate programs. Therefore, submission of proposals should include research assistantship support for graduate students and, when allowable, tuition costs.

b. Publications:

Research-active faculty are expected to publish new scholarly materials on a regular basis in respected, peer-reviewed journals in their disciplines. As part of the evaluation of research, the Chair will consider not only the number of publications but also the quality of the journal in which the publication appears. As such, there is no single standard for how many peer-reviewed papers faculty should publish per year, but two peer-reviewed publications on average per year is a reasonable benchmark. To assist the Chair in judging journal quality across biology disciplines, the Chair should solicit from faculty information on the quality and "impact" of journals in the faculty member's discipline because those factors vary among fields of study. Faculty should avoid publication in fee-for-service journals (often referred to as "predatory journals") with little or no peer-review. In

addition, the position of the faculty member in the author listing should be considered in the evaluation. Faculty should encourage their students to assume senior authorship on their thesis or dissertation research. However, the highest evaluations should be given to faculty who also are engaged in research resulting in senior authorship - either first, last, or corresponding author - whichever is customary in their discipline.

Books, book chapters, and reviews represent a significant investment of faculty time and effort, but vary in the rigor of their review and presentation of original research. Therefore, evaluation of these kinds of publications will be on a case-by-case basis and should consider: the reputation of the publisher, nature of the publication (solicited, unsolicited, peer-review, etc.), and the faculty member's role in the publication (sole author, editor, etc.).

c. Presentations at Scientific Meetings:

Communication, networking, and recognition within the scientific community are all enhanced by faculty participation in scientific conferences. Therefore, faculty are expected to participate regularly as speakers or presenters of posters at scientific conferences, normally in at least one national or international conference per year. The number of presentations is not the sole factor in evaluation and other considerations should be made in the evaluation such as: the nature of the conference (e.g., international, national, regional, local) and whether the presentation is oral or a poster, depending on what is most valued within the discipline. Special esteem within the scientific community is reflected by invitations to faculty to give plenary talks and keynote addresses. Faculty should avoid conferences organized by disreputable, for-profit organizations rather than conferences organized by recognized scientific societies.

d. Patents, Licensing and Faculty Start-ups:

Not all research can or should lead to patents or licensing. However, submission of an invention disclosure to the Innovations Commercialization office would be considered as an important part of faculty scholarly activity, whether or not the invention was subsequently licensed or patented. Likewise, faculty solicitation of venture capital or federal funding to support start-up companies initiated by faculty research are appropriate activities related to scholarship-driven patents and licensing, and thus encouraged by the Department.

Evaluation Criteria for Teaching Faculty

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.

The responsibility of "teaching faculty" is primarily teaching and service. However, for teaching faculty and lecturers there exist funding opportunities to improve the quality of teaching and mentoring of undergraduate students in the department. To achieve the highest evaluations, teaching faculty, lecturers and senior lecturers are expected to be

active in departmental, university, or professional service and should seek grant funding to advance teaching pedagogy and improve the academic experience of our students.

Evaluation of Teaching:

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.
 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.
 4. The purpose of this evaluation is a peer review of faculty teaching performance. Student opinion surveys are considered in the annual review conducted by the chair. Reference can be made to student surveys in the introspective evaluation portion of the teaching portfolio to show improvement or quality of teaching, but numerical scores or copies of the evaluation materials should not be included.

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).

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.

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; 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

Emphasis for evaluation categories.

In addition to the areas of teaching and professional service, 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 is 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.

Other factors that may enter into evaluations 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 for non-tenured faculty is the previous academic year (fall and spring); for tenured faculty the evaluation period is 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; summer can be included at discretion of the faculty member.
 - 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; can be prepared from FAS.
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.

FACULTY TEACHING LOAD ASSIGNMENT GUIDELINES

Full-time faculty teaching load responsibility is **12 TL** per semester. A faculty member's teaching load should not exceed **12 TL** per semester (unless an agreement between the faculty member and the department is approved prior to the start of the semester).* The **12 TL** may consist of activities from each of the categories described below

*An arrangement like this must be approved by the chair and dean, and the approval must be forwarded to the Provost in advance of the start of the semester to which the agreement applies. (see ODU F.H. pg. 109)

FACULTY ON MEDICAL LEAVE:

The Chair should report any faculty member who is out on 100% medical leave by recording an entry in the "Non-Instructional" tab on the WL reporting spreadsheet. Select "Other" in Category drop• down menu. 12 TL should be assigned in this case.

TEACHING LOAD ACTIVITY CATEGORIES:

Teaching load consists of all responsibilities of the teaching faculty: instruction, and five categories of non-instructional activities: advising/student supervision, research, administration, service, outside employment, and "other" where activities relevant to a particular faculty member's position do not line up with one of the previous categories

INSTRUCTIONAL ACTIVITIES

The following should guide allocation of TL to courses taught. In special circumstances, owing to the mode of instruction or a unique arrangement for a particular course, a different formula may be used to determine TL for those courses. Situations such as these must be well-documented to justify the departure from standard workload methodology

Traditional Lecture Courses (3-contact hours)*

Enrollment	<100						3.0 TL
Enrollment	>100:		add 0.5 TL per 50 students				Max:6.0 TL
	3TL		4TL		5TL		6TL
# students	<100		<150		<200		>249

*For courses <3hr, use ratio of 1 contact hr: 1TL

- "W" courses [other than 405] with >20 students receive extra teach-load due to the additional grading required
- Lab Multiplier: 0.75 TL per contact hour Max: 6.0 TL

Supervision of GTAs:

1 – 4 GTAs: 0.5 TL 5 - 10 GTAs 1.0 TL

Distance Learning Courses (3-hr)

Enrollment	<50:		3.0 TL
Enrollment	>50:	add 0.5 TL per 20 students*	Max: 6.0 TL
Online labs	25 students per section		

Graduate Student Courses#

Dissertation Committee Chair 1.0TL per graduate student*
Masters Committee Chair 1.0TL per graduate student*

#Student must be enrolled in Biol 698, 699, 898 or 899. (One TL per graduate student)

* Cannot get instructional and non-instructional for the same student

Undergraduate Research Courses

Undergraduate Research Project Supervision 0.5 - 1.0 TL (per student)*

*Student must be enrolled in Biol 487, 488W or 497. (Max 3.0 TL)

NON-INSTRUCTIONAL ACTIVITIES:STUDENT ADVISING AND SUPERVISION:

up to 6.0 TL

Doctoral students

1.0 TL per student per semester

Masters students (thesis)

1.0 TL per student per semester

Masters students (non-thesis)

0.5 TL per student per semester

#Max Graduate supervision (instructional and non-instructional) = 6TL

Graduate Student committee member

0.25 per student per semester

ADMINISTRATION:

Chair

up to 6.0 TL

Assistant/ Associate Chair

up to 3.0 TL

GPD/Program Director

up to 3.0 TL

Chief Departmental Advisor

up to 3.0 TL

Dept. Assessment Coordinator

0.5 – 1.0 TL

RESEARCH:

Course release time granted for the purpose of conducting research must be well-documented. In the case of unpurchased release time, the activity must be approved in advance by the Chair and Dean, and the product of the research should be regularly evaluated. In such case, enter description of planned evaluation and deliverables for the activity

Purchased Release Time (per 25% WL) 3.0 TL

Unpurchased Dept. Release (per 25% WL)* 3.0 TL

Research & Development Leave** 12 TL

*Must be pre-approved and involve predefined goals and accountability

**Must be approved by Provost by January 1 for the upcoming fall semester or September 1 for spring (see faculty handbook).

SERVICE:

Dept/College/Univ. Committee Chair

0.5-1.0 TL

Dept/College/Univ. Committee Mbr

0.25-0.5 TL

Dept – Biol 405 sponsor (per 4 students)

1.0 TL

Faculty Senate Cmte Chair

0.5-1.0 TL

Faculty Senate Committee Mbr

0.25-0.5 TL

Student Association Advisor

0.5 TL

Journal Editor/Prof. Society Officer

0.25-0.5 TL