DEPARTMENT OF BIOLOGICAL SCIENCES POLICIES AND PROCEDURES

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

November, 2016

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.

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

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

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, inclu-8(1 -1.223s Td [(p)-10(rTc 0.004 Tw 12

- 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

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B. The chair of the Seminar Committee is elected at the first meeting of the academic

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 chai chssoci urren5 0 Td (0.27 0 Td [(c)-8(14)4536i)1(c)4(apac)4(i)6(

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

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

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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

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 the1c0 Tw 0 7yy

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

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 p tandaTw -18.58 -1.1508.58 -1.1508.58 -1.1508.58 502 Tc g5 T

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 additi

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 Bn0.006 Tc 0.006 Tw 1.67 0 Td [(e)1AS EMC ET BT /P <26 Tw 1.39 0 -1.15 TD ( )Tj E

FACULTY TEACHING LOAD ASSIGNMENT GUIDELINES

Full-

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 s65