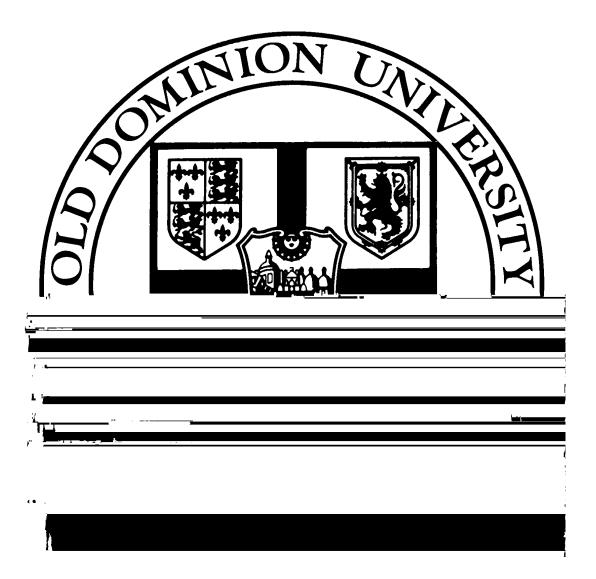
# **AGENDA**



Old Dominion University Board of Visitors September 22, 2016

### BOARD OF VISITORS OLD DOMINION UNIVERSITY

## Thursday, September 22, 2016, 8:45 a.m. Board Room, Webb University Center

#### **AGENDA**

I.	Call to Order
	Mary Maniscalco-Theberge, Interim Rector

- II. Report of Nominating Committee and Officer Elections
  Fred Whyte, Chair, Nominating Committee
- III. Recess for Standing Committee Meetings

  Mary Maniscalco-Theberge, Interim Rector
- IV. Reconvene

  Mary Maniscalco-Theberge, Interim Rector
- V. Approval of Minutes June 9, 2016 Meeting Mary Maniscalco-Theberge, Interim Rector
- VI. Rector's Report

  Mary Maniscalco-Theberge, Interim Rector
- VII. President's Report

  John R. Broderick, President
- VIII. Reports of Standing Committees
  - A. Audit Committee Frank Reidy, Vice Chair
  - B. Academic and Research Advancement Committee *Carlton Bennett, Chair* 
    - 1. Approval of Faculty Representatives to the Board of Visitors (p. 5)

#### Regular Agenda

- 7. Proposed Revision to the Policy on the Initial Appointment of Teaching and Research Faculty (pp. 31-37)
- C. Administration and Finance Committee *Robert Tata, Chair*
- D. Student Enhancement & Engagement Committee *Lisa Smith, Chair*
- E. University Advancement Committee *Frank Reidy, Chair*
- IX. Closed Session

  Mary Maniscalco-Theberge, Interim Rector
- X. Reconvene in Open Session and FOIA Certification Mary Maniscalco-Theberge, Interim Rector
- XI. Recognition of New Officers

  Mary Maniscalco-Theberge, Interim Rector
- XIII. Old/Unfinished Business *Rector*
- XIV. New Business *Rector*
- XV. Adjournment *Rector*

### REPORT OF THE NOMINATING COMMITTEE

The Board of Visitors Nominating Committee, comprised of Fred Whyte (Chair), David L. Bernd, Ross Mugler, and Yvonne Allmond, recommends the following slate of officers of the Board of Visitors for the 2016-2018 term:

RECTOR VICE RECTOR SECRETARY Carlton F. Bennett Lisa B. Smith Yvonne Allmond

### APPROVAL OF FACULTY REPRESENTATIVES TO BOARD OF VISITORS COMMITTEES

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the following faculty representatives to Board of Visitors committees for the 2016-17 academic year, effective September 22, 2016: Academic and Research Advancement, Andres Sousa-Poza; Administration and Finance, John Lombard; Institutional Advancement, Sebastian Kuhn; and Student Advancement, Linda Miller-Dunleavy.

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### **FACULTY APPOINTMENTS**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the following faculty appointments.

Effective

Name and Rank

Name and Rank	Salary	Effective <u>Date</u>	<u>Term</u>
Dr. Ron Carlee Visiting Assistant Professor of Public Service	\$125,000	8/25/16	10 mos

Dr. Carlee received a Doctor of Public Administration from George Mason University, a Master of Arts in Urban Studies from the University of Alabama-Birmingham and a Bachelor of Arts in English from the University of Montevallo. Previously he was the City Manager of Charlotte, North Carolina. (new position)

Dr. Julie M. Cavallario \$60,000 7/25/16 10 mos Visiting Assistant Professor of Physical Therapy and Athletic Training

Dr. Cavallario received a Ph.D. in Human Movement Sciences and an M.S.Ed. in Athletic Training from Old Dominion University and a B.S. in Physical Education, Athletic Training from the State University of New York at Cortland. Previously she was an Accreditation Associate and Communication Coordinator at the Commission on Accreditation of Athletic Training Education (CAATE) and an Adjunct Faculty member in the Department of Human Movement Sciences at Old Dominion University.

Dr. Lenese M. Colson \$48,000 7/25/16 12 mos Lecturer of Teaching and Learning

Dr. Colson received a Ph.D. in Information Studies and an M.S. in Library and Information Science from Florida State University, an M.A.Ed. in Curriculum and Instruction from Virginia Polytechnic Institute and State University and a B.S. in Computer Science from Norfolk State University. Previously she was a Lead Graduate Instructor in the School of Information at Florida State University.

Dr. Praveen Kumar Durgampudi \$98,404 8/10/16 10 mos Visiting Associate Professor of Community and Environmental Health

Dr. Durgampudi received a European Public Health (E.P.H.) degree from the French School of Public Health, France, a Master of Science in Public Health from Jagiellonian University, Poland, a Master of Public Health from the University of Sheffield, UK, and a Medical Degree (M.B.B.S.) from N.T.R. University of Health Sciences, India. Previously he was Track Director in Community and Preventive Medicine and Associate Professor in the Department of Public Health and Preventive Medicine at St. George's University.

Effective Name and Rank Date

Salary

Name and Rank	Salary	Effective Date	Term
Mr. Thomas Kennedy	\$47,000	7/25/16	10 mos
Lecturer of Computer Science	Ψ17,000	7723710	To mos

Mr. Kennedy received an M.S. and a B.S. in Computer Science from Old Dominion University. Previously he was an Adjunct Instructor in the Department of Computer Science at Old Dominion University. (new position)

Dr. Barbara Kraj \$95,000 7/25/16 10 mos Associate Professor of Medical Diagnostic and Translational Sciences

Dr. Kraj received a Ph.D. in Heath Related Sciences/Clinical Laboratory Science from Virginia Commonwealth University and an M.S. in Biology/Molecular Biology from the University of Silesia, Poland. Previously she was an Associate Professor and Clinical Laboratory Science Program Director in the Department of Medical Laboratory, Imaging and Radiologic Sciences at Augusta University.

Ms. Deborah Ann Krzyzaniak \$70,500 7/25/16 10 mos Senior Lecturer of Medical Diagnostic and Translational Sciences

Ms. Krzyzaniak received an M.S. in Medical Laboratory Sciences from Old Dominion University

Name and Rank	Salary	Effective Date	<u>Term</u>
Mr. Noah C. Renn Instructor of English	\$44,000	7/25/16	10 mos
M			

	Effective			
Name and Rank	<u>Salary</u>	<u>Date</u>	<u>Term</u>	
Dr. Joshua M. Steinfeld	\$80,000	7/25/16	10 mos	
Assistant Professor of Public Service (7	Tenure Track)			

Name and Rank Effective

Salary Date Term

			Effective
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/e Name and Rank Salary

### APPOINTMENT OF THE BATTEN ENDOWED CHAIR IN CYBERSECURITY BATTEN COLLEGE OF ENGINEERING AND TECHNOLOGY

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Hongyi Wu as the 2016-21 Batten Endowed Chair in Cybersecurity. A summary of his career is included below for information purposes.

Dr. Wu received a Ph.D. in 2002 in Computer Science and Engineering from the State University of New York at Buffalo. He received an M.S. from the Department of Electrical and Computer Engineering at the State University of New York at Buffalo and a B.S. from the Department of Scientific Instrument at Zhejiang University, China.

Dr. Wu was an Assistant Professor at the Center for Advanced Computer Studies at the University of Louisiana at Lafayette (2002-2007) and Associate Professor (2007-2012) and Professor since 2012 at the same institution. He served as Director of The Center for Advanced Computer Studies at the University of Louisiana at Lafayette (2013-2014) and has held the Alfred and Helen M. Lamson Endowed Professorship in Computer Science there since 2008.

Dr. Wu has taught both undergraduate and graduate students and his teaching has been assessed highly by his students. He supervised eight successful graduate students. Dr. Wu has published 36 articles and received 14 grants totaling over \$2 million and has received an NSF CAREER Award. He has an excellent service record, having organized several conferences.

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### APPOINTMENT OF THE BATTEN PROFESSORSHIP IN JEWISH STUDIES COLLEGE OF ARTS AND LETTERS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Amy K. Milligan as the 2016-21 Batten Professor in Jewish Studies. A summary of her career is included below for information purposes.

Dr. Milligan received a Ph.D. in American Studies from Pennsylvania State University – Harrisburg, an M.T.S. and a Certificate in Gender Studies from Duke University, and a B.S. in Religious Studies and German from Elizabethtown College. She previous served as the Director of Faculty Development and Support at Pennsylvania College of Health Sciences. Dr. Milligan also has experience as Visiting Assistant Professor of Women and Gender Studies and Adjunct Professor of Women and Gender Studies and Religious Studies at Elizabethtown College.

Dr. Milligan has taught many courses on or related Jewish Studies, including Contemporary Women and Global Religion, Holocaust and Genocide Studies, Introduction to Judaism, Introduction to

	Effective			
Name and Rank	<u>Salary</u>	<u>Date</u>	<u>Term</u>	
Mr. Robert Batchelder Jr.	\$45,000	8/25/16	12 mos	
Academic Advisor and Instructor				

Mr. Batchelder received a B.S. in Business Administration from New Hampshire College and an M.S.Ed. from Notre Dame College. Previously he worked as an Academic Advisor/Success Coordinator for Saint Leo University.

Ms. Brittany Blount \$80,000 7/10/16 12 mos Director of Residence Education and Instructor

Ms. Blount received an M.S.Ed. in Educational Leadership and Policy Studies from Iowa State University. Previously she worked as the Assistant Director of Academic Initiatives for the University of Central Florida.

Ms. Natalie Boehm \$52,000 5/25/16 12 mos Program Manager and Instructor

Ms. Boehm received an M.P.A. from Old Dominion University. Previously she was the interim Program Manager for the E.V. Williams Center for Real Estate.

Mr. Kermit Buggs \$115,000 8/25/16 12 mos Assistant Football Coach, Defensive Secondary, and Assistant Instructor

Mr. Buggs received a B.S. in Exercise Science from Norfolk State University and an M.S.Ed. in Educational Leadership from Pennsylvania State University. Prior to serving in an interim role as Assistant Football Coach at Old Dominion University, he served as the Special Teams Coordinator for the University of Connecticut and as the defensive coordinator for Lock Haven University.

Ms. Abby Busch \$38,500 7/10/16 12 mos Assistant Director of Sports Performance and Instructor

Ms. Busch received an M.S. in Management of Sports Industries from the University of New Haven. Previously she worked as a Strength and Conditioning Intern for the University of Wisconsin at Madison.

Mr. Scott Bye \$42,000 8/25/16 12 mos Assistant Director of Student Conduct and Academic Integrity and Instructor

Mr. Bye received an M.S.Ed. in Higher Education from Old Dominion University and a B.A. in Health Sciences from Gettysburg College. Previously he served as the Interim Assistant Director for the Office of Student Conduct & Academic Integrity at Old Dominion University.

		Effective	
Name and Rank	<u>Salary</u>	_Date	<u>Term</u>
Ms. Erin Cousins	\$50,000	7/10/16	12 mos
Educational Student-			

Name and Rank	<u>Salary</u>	Effective <u>Date</u>	<u>Term</u>
Ms. Kristin Eden Athletic Academic Advisor and Instructor	\$40,800	5/25/16	12 mos

Name and Rank	<u>Salary</u>	<u>Date</u>	<u>Term</u>
Ms. LaToya Haynes	\$45,000	6/10/16	12 mos
Case Manager, Student \Engagement and Enrol	Ilment Services, an	d Instructor	

Ms. Haynes received an M.S.W. from Stony Brook University. Previously she served as a Community Director for the Department of Residence Life at the University of Maryland College Park.

Ms. Kaila Henry \$32,000 7/10/16 12 mos Residence Hall Director and Instructor

Ms. Henry received an M.S.Ed. with a concentration in Student Affairs Administration from the University of Wisconsin at La Cross. Previously she worked as the Pride Center Graduate Assistant at the University of Wisconsin at La Cross.

\$49,500 12 mos Ms. Tyisha Heriveaux 8/10/16 Student Clinical Services Coordinator and Instructor

Ms. Heriveaux received a B.A. in English from Hampton University and an M.B.A. from American InterContinental University. Previously she served as the Undergraduate Program Coordinator in the School of Nursing at Old Dominion University. (ne (uc) 9rssssssslersr#AÑPMs. KHerishriectoovedxvelTd [(S toftachTd [(S)-4 (c)4 113 0 Td ( )Tj 3 (r)3 (uc)4(t)-2 (a)4 (nt)-2 ( )]TJ 0 Tw T\* [(a)4 (t)-2 ( t (t)-2 (or)]TJ 5.8 0 Td ( )Tg

Name and Rank
Salary
Effective
Date
Term

Mr. Trey Mayo III
\$62,500
8/25/16
12 mos
Director of Advising, College of Education, and Instructor

Mr. Mayo received a B.A. in Communication and an M.S.Ed. in Higher Education Administration from Old Dominion University. Previously he was an Academic Advisor and Program Manager for the Department of Modeling, Simulation, and Visualization Engineering at Old Dominion University.

Ms. LaShay McQueen \$44,000 6/25/16 12 mos Advisor/Success Coach, Student Engagement and Enrollment Services, and Instructor

Ms. McQueen received an M.S. in Counseling from Old Dominion University. Previously she served as the Director of Career Development at Virginia Wesleyan College.

Ms. K. Nicole Merchant \$45,600 6/20/16 12 mos Assistant Director of Facility and Event Operations, Recreation and Wellness, and Instructor

Ms. Merchant received an M.S. in Recreation and Sport Administration from Western Kentucky University. Previously she was Associate Director of the West Center for Operations at Winthrop University Recreational Services.

Ms. Nicole Moriarty \$49,920 7/10/16 12 mos Professional Counselor and Instructor

Ms. Moriarty received an M.S. in Professional Counseling from Southwest Missouri State University. Previously she worked as a Mental Health Counselor for Tidewater Physicians for Women.

Mr. Dominik Mueller \$79,560 8/10/16 12 mos Head Men's Tennis Coach and Instructor

Mr. Mueller received a B.A. in Finance and an M.S. in Sports Management from Baylor University. Previously he served as the Assistant Men's Tennis Coach at Baylor University.

Ms. Julie Perez \$45,000 5/25/16 12 mos Student Support Services Counselor, Academic Enhancement, and Instructor

Effective

Name and Rank Salary Date Term

Mr. Lamarr Pottinger \$55,000 7/10/16 12 mos

Director of Student-Development and Leadership Programs and Academic Advisor, and Instructor

Mr. Pottinger received an M.S. in Sport Management from Western Illinois University. Previously he served as the Assistant Director of Student-Athlete Services at Jacksonville State University.

Ms. Stephanie Reiley \$32,000 8/8/16 12 mos

Residence Hall Director and Instructor

Ms. Reiley received an M.A. from Rowan University and a B.A. from Kutztown University. Previously she worked as an Area Coordinator at Wesley College in Dover, DE.

Ms. Jenna Rowlands \$40.000 7/25/16 12 mos

Assistant Director, Career Development Services and Instructor

Ms. Rowlands received an Education Specialist certification, an M.S.Ed., and a B.A. in History from Old Dominion University. Previously she was a Career Advisor for the Darden College of Education.

Mr. Christopher Schaefer \$42,840 7/5/16 12 mos

Assistant Director of Athletic Development and Instructor

Mr. Schaefer received an M.S.Ed. in Sports Management from Old Dominion University. Previously he worked for Old Dominion University on a contractual basis as the Assistant Director of Ticketing for Global Spectrum.

Ms. Dawnita Smith \$78,000 5/25/16 12 mos

Director for Business Operations, Housing and Residence Life, and Instructor

	Effective		
Name and Rank	<u>Salary</u>	<u>Date</u>	<u>Term</u>
Mr. Travis Thomas	\$40,800	7/10/16	12 mos
Athletic Academic Advisor and Instructor	,		

Mr. Thomas received an M.S.Ed. in Exercise Science from Auburn University at Montgomery. Previously he worked as the Athletic Academic Support Services Assistant at the University of Alabama.

Ms. Kathleen Wade \$75,000 8/10/16 11 mos Nurse Practitioner and Instructor

Ms. Wade received a B.S. in Nursing from Franklin University and an M.S. in Nursing as a Family Nurse Practitioner from Wright State University. Previously she worked as a Practitioner for the Sentara Medical Group of Family Medicine in Virgin5.9 (y)26 ()2 (io)2 (aaaaaaaaaaay)26 aaaaaai.oBnin5.9 (io)

Name and Rank	Salary	Effective <u>Date</u>	<u>Term</u>
Mr. Michael Willett Coordinator, Outdoor Adventure Program and	\$40,000 Instructor	7/10/16	12 mos

Mr. Willett received an M.S. in Parks, Recreation, and Tourism Management from Clemson University. Previously he was the Southern Adventures Program Director at Georgia Southern University.

Ms. Carroll Wilson	\$44,000	8/25/16	12 mos
Instructor of Early Care and Education			

Ms. Wilson received an M.S.Ed. in Educational Technology from the University of Illinois, Champaign-Urbana. Previously she served as an Elementary School Teacher for Granby Elementary School in Norfolk, VA.

Dr. Rachawan Wongtrirat	\$57,559	7/10/16	12 mos
Assistant Director for International Initiatives,	Intercultural Relations,	and Assistant	Professor

Dr. Wongtrirat received a Ph.D. in Higher Education Administration from Old Dominion University. Previously she served as the Assistant Director for International Education Initiatives at the University of North Carolina at Charlotte.

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### **EMERITUS APPOINTMENTS**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the granting of the title of emeritus to the following faculty members. A summary of their accomplishments is included.

Name and Rank	Effective Date
William H. Brenner Professor Emeritus of Philosophy and Religious Studies	January 1, 2017
Dana Burnett Professor of Practice Emeritus of Educational Foundations and Leadership	September 1, 2016
William Leavitt Associate Professor Emeritus of Public Service	January 1, 2017
Gregory V. Selby Professor Emeritus of Mechanical and Aerospace Engineering	August 1, 2016

WILLIAM H. BRENNER

#### DANA BURNETT

For 44 years, as an administrator and faculty member, Dr. Dana Burnett has been a mentor, a friend, and a leader to generations of students at Old Dominion University, spanning an era of activism during the Vietnam War era to today's millennial generation. He is an admired, beloved, and trusted professor, especially among the countless doctoral students who have relied on his guidance to successfully defend their dissertations. His courses in leadership and student affairs administration are some of the most beloved by students. He will continue teaching his courses on leadership as an

During his career, Leavitt chaired seven doctoral dissertation committees and served as a member on many more. He was elected to and served a term on the national council of Pi Alpha Alpha, the national honor society for public administration, and served on the council of the Hampton Roads chapter of the American Society for Public Administration. He has published numerous scholarly journal articles on topics related to public administration and has co-authored one book on grassroots collaboration. In addition, Leavitt has worked extensively with many of the local governments in the Hampton Roads region on management-related projects.

#### **GREGORY VINCENT SELBY**

Gregory Vincent Selby received a B.S. in Aerospace Engineering from the University of Virginia in 1971, an M.S. in Mechanical Engineering and Aerospace Engineering from the University of Delaware in 1979, a Ph.D. in Mechanical and Aerospace Engineering from the University of Delaware in 1982, a B.S. in Psychology from Old Dominion University in 1990, a B. S. in Theology from Tripp Bible Institute in 2012 and a Ph.D.in Theology from the Atlantic Coast Theological Seminary in 2014. He joined Old Dominion as an Assistant Professor of Mechanical Engineering and Mechanics in 1983 and achieved the rank of Professor of Mechanical Engineering in 1999. He served as Associate Chair of the Department of Mechanical Engineering and Mechanics from 1987 to 1992 and Chair of the Department of Mechanical Engineering from 1992 to 1997.

During his 33 years at Old Dominion University, Selby mentored many undergraduate and graduate students, especially while serving as the Director of the Underrepresented Minorities in Engineering Program (UMEP) from 1989 to 1990 and the Director and Founder of the Program for the Reduction of Attrition Among Minority Students in Engineering (PRAISE) from 1984 to 1989. He has been heavily involved in creating and coordinating STEM-related programs for elementary, middle and high school students, including the Institute for Young PHDs (Persons Having Dreams) in Science and Engineering and SOAR (Summer Opportunities in Aerospace and Marine Engineering) for Elementary and Middle School Achievers and High School Scholars. He is a founding member of CHROME (Cooperating Hampton Roads Organizations for Minorities in Engineering) and has been active in that organization since 1984.

Selby received the State Council of Higher Education for Virginia (SCHEV) Outstanding Faculty Award in 1992 and the Virginia Society of Professional Engineers Pletta Award in 1997 as the Virginia Engineering Educator of the Year. Selby also received performance awards from NASA during his 12 years of employment at Goddard Space Flight Center/Wallops Flight Facility, Lewis Research Center and Langley Research Center. His research and publications while associated with NASA and Old Dominion University have predominately been in the area of experimental fluid mechanics.

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### APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON INITIAL APPOINTMENT OF TEACHING AND RESEARCH FACULTY

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Initial Appointment of Teaching and Research Faculty effective January 1, 2017.

Rationale: The revisions to the policy on Initial Appointment of Teaching and Research Faculty specify the process for the appointment and reappointment of faculty of practice. Faculty of practice is a relatively new faculty rank. Faculty of practice appointments are generally made for a specified term and do not lead to tenure or promotion during the specified term. Faculty members in such positions may be employed to work on a specific project or series of projects that could involve teaching, research or service or some combination of these activities. The proposed policy revisions would ensure that the process for appointment and reappointment of faculty of practice is in line with the current rules in the policy on Academic R56 Tw 25.77uknd reC6 Tw esermalor ap56 Tw 25.77uk. ₩ BT (

D.	In the case of certain initial appointments to the rank of professor or associate professor, the president has the authority to eliminate the probationary period for tenure and to make a firm offer or promise of tenure subject to II.D.1.a-e of this policy and approval by

and procedures for ensuring affirmative action in the recruitment process. Failure tor e

- e. As part of campus visitation and the interview process, candidates are expected to present a classroom lecture, conduct a seminar, or deliver a public talk so that their potential associates and students may observe their command of subject and clarity of presentation.
- f. The department chair and search committee shall confirm a candidate's proficiency in spoken English.

#### C. Recommendations

- 1. The chair, after receiving and considering a written recommendation from the faculty of the department or the appointments committee and after ensuring that all affirmative action procedures have been followed, recommends to the dean the name of the most acceptable candidate and a possible salary range and includes the recommendation of the faculty or faculty appointments committee.
  - a. If the dean approves the candidate, he or she assigns a salary within the budget previously assigned to the dean's office by the provost and vice president for academic affairs.
  - b. The dean recommends to the provost and vice president for academic affairs on a prescribed form that a contract be written. Appended to this form is a copy of the recommendation of the faculty or of the appointments committee together with the recommendation of the chair.
  - c. If the dean is requesting any special consideration, limitations, or exceptions to normal policy and procedure concerning the appointment, such recommendations should be transmitted to the provost and vice president for academic affairs at this time.
  - d. Any recommendation that credit toward the probationary period for tenure for prior academic experience be granted shall also accompany the request that a contract be written.
- 2. The provost and vice president for academic affairs or the vice provost consults with the university's assistant vice president for institutional equity and diversity to ensure that proper affirmative action procedures have been followed.
  - a. If all requirements are met, the provost and vice president for academic affairs writes the contract and sends it to the candidate, together with a covering letter specifying any unusual conditions or exceptions concerning the appointment, any credit toward the probationary period for tenure being granted for prior academic experience, and a deadline for returning the signed contract.
  - b. If the signed contract is received by the specified deadline, it becomes effective when approved by the Board of Visitors.

consultation with the faculty of the department. <u>Initial appointment or reappointment</u> of faculty of practice attached to a department must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. If the dean approves, he or she recommends the appointment to the provost and vice president for academic affairs on a prescribed form. If the appointment is approved, the provost and vice president for academic affairs notifies the faculty member.

### F. Initial Appointment of Research Faculty

- 1. Research faculty are normally supported in large part from non-Commonwealth funds or are expected to generate their own support from such funds.
- 2. The department chair recommends appointment of a full-time research faculty member to the dean. The dean recommends to the provost and vice president for academic affairs. The provost and vice president for academic affairs, consulting if appropriate with the vice president for research, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member.

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