

**NUMBER:** 1490

**TITLE:** Administrative and Professional Faculty

**APPROVED:** June 12, 1980; Revised June 22, 1995; Revised September 9, 2005; Revised June 17, 2010; Revised April 22, 2022

**SCHEDULED REVIEW DATE:** April 2027

I. Background

Pursuant to [§23.1-1002, \*Eligibility for Restructured Financial and Administrative Operational Authority and Financial Benefits\*](#), subdivision B10 states that public institutions of higher education may "adopt policies for the designation of administrative and

- must have advanced degree, or training and work experience at a level that equates to an advanced degree

Requests for any exception to these criteria must be made to the President. The Vice President for Human Resources, Diversity, Equity and Inclusion may provide assistance as required by the President.

Professional librarians are covered by a separate policy concerning rank and term appointments.

### III. Academic Rank

A. Two types of academic rank are awarded to administrative and professional faculty members at Old Dominion University:

1. Rank without academic departmental designation - On initial appointment, an administrative and professional faculty member may be assigned rank without academic departmental designation to perform service in that department in teaching, research, or professional service upon recommendation of the appropriate vice president or director and approval of the president, the Board of Visitors, and the governor. Normally only holders of the earned doctorate will be awarded ranks above that of instructor, but exceptions may be made on the basis of experience and training.
2. Rank with academic departmental designation - Upon initial appointment, an administrative and professional faculty member may be awarded rank in an academic department upon recommendation of the chair of the academic department (after consultation with the Promotion and Tenure Committee of the department) and approval of the president, the Board of Visitors, and the governor. Normally only holders of the earned doctorate will be awarded ranks above that of instructor, but exceptions may be made on the basis of experience and training.

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reasons that are not performance or behavior related, the notice of termination period (provided in paragraph VI.B.1 and 2 above) will be reduced by the number of weeks of severance pay benefits provided by the Workforce Transition Act of 1995. The net benefit for the dismissed employee shall not be less than that which is provided by this policy. This paragraph shall be in force and effect only so long as the Workforce Transition Act of 1995, or successor legislation, is effective. Involuntary separation is defined as position elimination due to budget reductions, work force downsizing, university or departmental reorganization or other causes not related to performance or employee conduct but shall not include voluntary resignations. Notice of termination of appointment is not an involuntary separation that qualifies for severance benefits.

4. A shortening of the termination notice for cause can take place under the following conditions:

a. Inability, unwillingness, or failure to perform assigned duties and professional responsibilities at a satisfactory level.

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notification shall state specifically the reasons for the termination and shall inform the individual of the right to appeal the termination decision.

- g. A/P faculty members may appeal a dismissal for cause through the Grievance Policy for Administrative and Professional Faculty if they believe the dismissal resulted from an improper application of policy or is arbitrary and capricious.

C. A/P Faculty holding rank with academic departmental designation:

1. A/P faculty in this category who do not hold tenure are entitled to the same notice as that given to nontenured A/P faculty members.<sup>2</sup> During all or a portion of the time under which the A/P faculty member is on terminal notice, reassignment to the academic department as a teaching faculty member may be made.
2. A/P faculty holding rank with academic departmental designation but not having tenure may request a review of the termination de ~~ACID 8~~ (r)3 (e)4 (6 ( as)-5 ( )