

Office of Human Resources

Office of Human Resources Records

1962-2019, undated

Title Statement

Office of Human ResourcesA Guide to the Office of Human Resources Records RG 8-3A

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Publication Statement

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Profile Description

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Descriptive Summary

Unit ID

RG 8-3A

Unit ID

/repositories/3/resources/251

Unit Date

1962-2019, undated

Language

English

Abstract

The Old Dominion University Office of Human Resources Records contains correspondence, faculty and personnel, and miscellaneous information regarding the Office of Human Resources.

Extent

1.20 Linear Feet

Extent

3 Hollinger document cases boxes

Repository

ODU University Archives

Administrative Information

Conditions Governing Access

Open to researchers without restrictions.

Conditions Governing Use

Before publishing quotations or excerpts from any materials, permission must be obtained from Special Collections and University Archives, and the holder of the copyright, if not Old Dominion University Libraries.

Source of Acquisition

Office of Human Resources

Method of Acquisition

Various transfers.

Processing Information

The collection was processed by Joseph Smith.

Preferred Citation

[Identification of item], Box [insert number], Folder [insert number and title], Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Biographical or Historical Information

In 1930, the College of William and Mary developed a two-year campus in Norfolk, located in the former Larchmont grade school on Hampton Boulevard. Initially known as the Norfolk Division of the College William and Mary, the college's name changed as its course offerings expanded and contracted. The original faculty at the Norfolk Division of the College of William and Mary in 1930 included thirteen instructors, six full time along with an additional seven who regularly commuted from the Williamsburg campus. Faculty numbers increased in subsequent years in direct proportion to increased course offerings and the school's continued expansion. The Office of Human Resources has equally grown with the college, providing the backbone of the faculty and staff throughout the years. It has aided in the development of Old Dominion University and its faculty as a whole.

Note written by Joseph Smith

Scope and Contents

This collection contains correspondence, faculty and personnel, and miscellaneous information regarding the Office of Human Resources.

Keywords

Old Dominion University--Staff

Personnel departments--Employees

Old Dominion University--Faculty

Old Dominion University

Old Dominion University. Human Resources

Old Dominion University. Human Resources

Description of Subordinate Components

Box 1

Unit ID Box 1

Unit ID /repositories/3/archival_objects/64077

Mixed Materials 1 (box)

Folder 1: Personnel Services

Unit ID Folder 1

Unit ID /repositories/3/archival_objects/64078

Unit Date undated

Mixed Materials 1 (box)

Container 1 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 1, Personnel Services, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Personnel Services Newsletter--Office of Resources

Unit ID Folder 2

Unit ID /repositories/3/archival_objects/64081

Unit Date 1990, 1992

Mixed Materials 1 (box)

Container 2 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 2, Personnel Services Newsletter--Office of Resources, 1990, 1992, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 3: Personnel Services Newsletter--Office of Benefits

Unit ID Folder 3

Unit ID /repositories/3/archival_objects/64084

Unit Date 1990

Mixed Materials 1 (box)

Container 3 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 3, Personnel Services Newsletter--Office of Benefits, 1990, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 4: Personnel Speaking

Unit ID Folder 4

Unit ID /repositories/3/archival_objects/64087

Unit Date undated

Mixed Materials 1 (box)

Container 4 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 4, Personnel Speaking, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 5: Personnel

Unit ID Folder 5

Unit ID /repositories/3/archival_objects/64089

Unit Date undated

Mixed Materials 1 (box)

Container 5 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 5, Personnel, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 6: Handbook--Personnel, Retirement Policy

Unit ID Folder 6

Unit ID /repositories/3/archival_objects/64094

Unit Date undated

Mixed Materials 1 (box)

Container 6 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 6, Handbook--Personnel, Retirement Policy, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 7: SASEA News

Unit ID Folder 7

Unit ID /repositories/3/archival_objects/64095

Unit Date undated

Mixed Materials 1 (box)

Container 7 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 7, SASEA News, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 8: Employment Office

Unit ID Folder 8

Unit ID /repositories/3/archival_objects/64096

Unit Date undated

Mixed Materials 1 (box)

Container 8 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 8, Employment Office, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 9: Brochures, Employment Opportunities at ODU

Unit ID Folder 9

Unit ID /repositories/3/archival_objects/64101

Unit Date undated

Mixed Materials 1 (box)

Container 9 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 9, Brochures, Employment Opportunities at ODU, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 10: Surveys Faculty

Unit ID Folder 10

Unit ID /repositories/3/archival_objects/64102

Unit Date undated

Mixed Materials 1 (box)

Container 10 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 10, Surveys Faculty, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 11: A Sensitivity Seminar for Old Dominion University, Participant Manual C & W Associates

Unit ID Folder 11

Unit ID /repositories/3/archival_objects/64107

Unit Date undated

Mixed Materials 1 (box)

Container 11 (folder)

Preferred Citation

[Identification of item and date], Box 1, Folder 11, A Sensitivity Seminar for Old Dominion University, Participant Manual C & W Associates, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Box 2

Unit ID Box 2

Unit ID /repositories/3/archival_objects/64079

Mixed Materials 2 (box)

Folder 1: Common Ground Publications--Faculty

Unit ID Folder 1

Unit ID /repositories/3/archival_objects/64083

Unit Date 1977 November

Mixed Materials 2 (box)

Container 1 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 1, Common Ground Publications--Faculty, 1977 November, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Faculty/Staff General Bulletins, Notices, AAUP Announcements

Unit ID Folder 2

Unit ID /repositories/3/archival_objects/64086

Unit Date 1964 July-1965 May

Mixed Materials 2 (box)

Container 2 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 2, Faculty/Staff General Bulletins, Notices, AAUP Announcements, 1964 July-1965 May, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 3: Faculty/Staff Bulletins of Information and Regulations, General Notices and Interdepartmental Communications

Unit ID Folder 3

Unit ID /repositories/3/archival_objects/64090

Unit Date 1962 September-1963 June

Mixed Materials 2 (box)

Container 3 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 3, Faculty/Staff Bulletins of Information and Regulations, General Notices and Interdepartmental Communications, 1962 September-1963 June, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 4: Faculty/Staff General Notices, Bulletins, Interdepartmental Communications

Unit ID Folder 4

Unit ID /repositories/3/archival_objects/64091

Unit Date 1963 July-1964 June

Mixed Materials 2 (box)

Container 4 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 4, Faculty/Staff General Notices, Bulletins, Interdepartmental Communications, 1963 July-1964 June, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 5: Human Resources Department

Unit ID Folder 5

Unit ID /repositories/3/archival_objects/64092

Unit Date 1994

Mixed Materials 2 (box)

Container 5 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 5, Human Resources Department, 1994, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 6: Human Resources Department

Unit ID Folder 6

Unit ID /repositories/3/archival_objects/64098

Unit Date 2000

Mixed Materials 2 (box)

Container 6 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 6, Human Resources Department, 2000, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 7: Darden School of Education Faculty and Staff

Unit ID Folder 7

Unit ID /repositories/3/archival_objects/64099

Unit Date undated

Mixed Materials 2 (box)

Container 7 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 7, Darden School of Education Faculty and Staff, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 8: Human Resources, Department of--The Leadership and Management Development Certificate Program

Unit ID Folder 8

Unit ID /repositories/3/archival_objects/64103

Unit Date 1999

Mixed Materials 2 (box)

Container 8 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 8, Human Resources, Department of--The Leadership and Management Development Certificate Program, 1999, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 9: Unidentified Item

Unit ID Folder 9

Unit ID /repositories/3/archival_objects/64104

Unit Date undated

Mixed Materials 2 (box)

Container 9 (folder)

Preferred Citation

[Identification of item and date], Box 2, Folder 9, Unidentified Item, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Box 3

Unit ID Box 3

Unit ID /repositories/3/archival_objects/64080

Mixed Materials 3 (box)

Folder 1: Faculty/Staff-Notices, Bulletins, Communications, AUUP

Unit ID Folder 1

Unit ID /repositories/3/archival_objects/64082

Unit Date 1970 September-1971 August

Mixed Materials 3 (box)

Container 1 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 1, Faculty/Staff-Notices, Bulletins, Communications, AUUP, 1970 September-1971 August, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 2: Faculty/Staff-Notices, Bulletins, Communications

Unit ID Folder 2

Unit ID /repositories/3/archival_objects/64085

Unit Date 1973 July-1974 August

Mixed Materials 3 (box)

Container 2 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 2, Faculty/Staff-Notices, Bulletins, Communications, 1973 July-1974 August, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 3: Faculty Exchange Service

Unit ID Folder 3

Unit ID /repositories/3/archival_objects/64088

Unit Date undated

Mixed Materials 3 (box)

Container 3 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 3, Faculty Exchange Service, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 4: Faculty/Staff-Notices, Bulletins, Communications

Unit ID Folder 4

Unit ID /repositories/3/archival_objects/64093

Unit Date 1981 October

Mixed Materials 3 (box)

Container 4 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 4, Faculty/Staff-Notices, Bulletins, Communications, 1981 October, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 5: Faculty/Staff-Notices, Bulletins**Unit ID** Folder 5**Unit ID** /repositories/3/archival_objects/64097**Unit Date** 1976 October 1**Mixed Materials** 3 (box)**Container** 5 (folder)**Preferred Citation**

[Identification of item and date], Box 3, Folder 5, Faculty/Staff-Notices, Bulletins, 1976 October 1, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 6: Faculty/Staff-Notices, Bulletins, Communications**Unit ID** Folder 6**Unit ID** /repositories/3/archival_objects/64100**Unit Date** 1971 September-1972 August**Mixed Materials** 3 (box)**Container** 6 (folder)**Preferred Citation**

[Identification of item and date], Box 3, Folder 6, Faculty/Staff-Notices, Bulletins, Communications, 1971 September-1972 August, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 7: Faculty/Staff-Notices, Bulletins, Communications**Unit ID** Folder 7**Unit ID** /repositories/3/archival_objects/64105**Unit Date** 1972 September-1973 May**Mixed Materials** 3 (box)**Container** 7 (folder)**Preferred Citation**

[Identification of item and date], Box 3, Folder 7, Faculty/Staff-Notices, Bulletins, Communications, 1972 September-1973 May, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 8: Faculty Forum Minutes**Unit ID** Folder 8**Unit ID** /repositories/3/archival_objects/64106**Unit Date** 1972 January 12**Mixed Materials** 3 (box)**Container** 8 (folder)**Preferred Citation**

[Identification of item and date], Box 3, Folder 8, Faculty Forum Minutes, 1972 January 12, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 9: Faculty Meeting Minutes**Unit ID** Folder 9**Unit ID** /repositories/3/archival_objects/64108**Unit Date** 1965 March 23-1968 May 8**Mixed Materials** 3 (box)**Container** 9 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 9, Faculty Meeting Minutes, 1965 March 23-1968 May 8, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 10: Faculty Meetings

Unit ID Folder 10

Unit ID /repositories/3/archival_objects/64109

Unit Date 1974 Augsut

Mixed Materials 3 (box)

Container 10 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 10, Faculty Meetings, 1974 Augsut, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.

Folder 11: Faculty Notices

Unit ID Folder 11

Unit ID /repositories/3/archival_objects/64110

Unit Date undated

Mixed Materials 3 (box)

Container 11 (folder)

Preferred Citation

[Identification of item and date], Box 3, Folder 11, Faculty Notices, undated, Office of Human Resources Records, Special Collections and University Archives, Old Dominion University Libraries.