

# 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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**Language Usage:** Finding aid written in English.

**Descriptive Rules:** Describing Archives: A Content Standard

## 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.