

3356-10-10 Academic senate.

Previous Policy Number: 1010.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and VP of Academic Affairs
Revision History: October 1998; October 2010; December 2015
Board Committee: Academic Quality and Student Success
Effective Date: December 16, 2015
Next Review: 2020

- (A) Policy statement. Under authority delegated to the academic senate of Youngstown state university by the board of trustees, “In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the university, it is appropriate for the senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.” (See “Academic Senate Charter Preamble.”)

Where required, or as appropriate, such policy recommendations shall be subject to review by the provost and, in its oversight capacity, by the board’s academic quality and student success committee, particularly as to statements of institutional mission, academic plans, university-wide standards of admission, retention, and graduation, and deletions or changes in academic programs and new programs leading to certificates or degrees. (See paragraph (B)(1) of rule 3356-1-03.8 of the Administrative Code.)

Where required, or as appropriate, the academic quality and student success committee will inform or make recommendations to the board.

- (B) Purpose. The establishment of the academic senate as an integral part of the governance structure of the university recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.
- (C) Parameter. The academic senate establishes bylaws for its own operation, which are consistent with its charter and the mission of the university.

(D) Procedures.

- (1) Operating procedures for the academic senate are found in the charter of the academic senate and bylaws of the academic senate.
- (2) Amendments to the charter of the academic senate, passed in accordance with article VI, section 1c, are presented to the president, or designee, and the board of trustees for action.
- (3) Amendments to the bylaws of the academic senate, which are approved by the academic senate, are forwarded to the provost and presented at a regular meeting of the academic quality and student success committee of the board of trustees.
- (4) Copies of the charter of the academic senate and the current bylaws are available in the offices of the academic senate and the provost as well as on the academic senate website at <http://academicsenate.yasu.edu/>.



*Academic Senate
Youngstown State University
Youngstown, Ohio 44555*



ACADEMIC SENATE CHARTER

Last updated November 7, 2007

Senate Bylaws	Download Text of the Charter in Rich Text Format	Instructions for Printing in Black instead of Color	Return to Senate Homepage
Preamble	Article I: Purpose	Article II: Definitions	Article III: Membership, Terms, Officers, Meetings
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PREAMBLE

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the faculty to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

ARTICLE I

PURPOSE

The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as THE ACADEMIC SENATE.

ARTICLE II

DEFINITIONS

For the purpose of this Charter and Bylaws, the meaning of the following terms shall be:

Section 1. College

College shall mean an academic unit under the direction of an undergraduate dean regardless of the name assigned to the academic unit.

Section 2. Academic Department

An academic department shall be defined as one of the following:

(a) An academic unit which provides instruction for academic credit and which is administered by a chair budgeted under, and responsible to, the dean of an undergraduate college.

(b) A college which is not separated into academic departments.

(c) A school which is a subdivision of a college, which is not separated into academic departments, and which is responsible to the undergraduate dean of that college.

Section 3. Faculty

Faculty shall include all those employed as full service personnel who hold academic rank and are paid, at least in half-part, by one or more academic departments. Their home department shall be that academic department in which the greater portion of their salary is budgeted and where they shall have the right to cast ballots. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators

Administrators shall include all non-classified employees of the University who do not meet the above definition as Faculty.

Section 5. Faculty Administrators

For the purpose of this Charter and Bylaws, all academic department chairs, assistant deans of colleges, and directors of schools, who meet the above definition as Faculty, shall also be considered as administrators.

ARTICLE III

Section 1. Membership - The Senate shall have a membership of not less than one hundred, composed of the following representation:

(a) Student representatives shall number fifteen.

(b) Administrators shall number fifteen.

(c) Faculty representatives shall number not less than seventy.

Section 2. Selection of membership - The selection of Senators shall be:**(a) For students:**

(1) Non-elected representatives; by virtue of their elected posts, the President, Vice-President, and Second Vice-President of Student Government shall have automatic Senate membership.

(2) Elected representatives:

(A) One student shall be elected from each college as defined by Student Council; and,

(B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

(b) The Administrators shall be appointed by the President of the University, except that their number shall include the Provost and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.

(c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:

(1) Each college as an academic unit shall be assigned four seats; and

(2) The remaining seats shall be apportioned to each college in proportion to the total faculty departmental assignments (including fractional parts and also including all of a department chair's departmentally budgeted time) in that college. The determination of faculty departmental assignments in each college shall be at a time and in a manner provided in the Bylaws.

(3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.

(4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.

(5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

Section 3. Terms of Office - Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators
 - (1) By virtue of their administrative posts, the Provost and undergraduate Deans shall have an indefinite term of office.
 - (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators
 - (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
 - (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate

- (a) A Chair of the Senate shall be elected annually by the Senate from among the Senate members as provided in the Bylaws.
- (b) The runnerup shall be designated as the Vice Chair.
- (c) The Chair of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

Section 5. Meetings

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chair of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees which necessitate Senate voting, together with the agenda, shall be circulated to members of the Academic Senate, the Faculty, and any others designated by the Executive Committee at least five days prior to a Senate meeting at which such recommendations are to be considered. Simple motions of acceptance of a report shall not constitute Senate voting or endorsement.

All proceedings of the Senate shall be reduced to minutes and similarly distributed.

- (d) A quorum for any meeting shall consist of a majority of the membership.

(e) Except as otherwise provided, all business of the Senate shall be governed by Roberts' Rules of Order.

ARTICLE IV

SENATE COMMITTEES

The Senate shall have two classifications of committees, chartered and those created by the Executive Committee.

Section 1. The chartered committees of the Senate are its standing committees and shall be divided into three categories, elected, appointed, and elected/appointed chartered committees.

(a) Elected charter committees:

- (1) The Elections and Balloting Committee
- (2) The Charter and Bylaws Committee
- (3) The Executive Committee

(b) Appointed chartered committees (as listed in the Bylaws of the Charter of the Academic Senate).

(c) Elected/appointed chartered committees.

Section 2. The composition and function of the elected chartered committees shall be:

(a) The Elections and Balloting Committee

- (1) The membership of the Elections and Balloting Committee shall consist of one faculty member from each college to be elected from that college by the faculty of that college, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) The Charter and Bylaws Committee

- (1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

This committee shall make interpretations of the meaning and intent of

Articles and Bylaws when questions are brought to the committee by Senate members or Senate Committees. Such interpretations are to be reported to the Senate for its information. If the Senate, by majority vote, objects to an interpretation, the Charter and Bylaws Committee must submit a proposal for a Charter and Bylaws revision which would clarify the issue. Until the issue is resolved, any action based on the disputed interruption shall be held in abeyance.

(c) The Executive Committee

(1) (A) Composition

(i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;

(ii) The Administrative Senators shall elect one of themselves as a member of the committee;

(iii) The student Senators shall elect one of themselves as a member of the Committee; and,

(iv) The Chair of the Senate by virtue of the office shall be a member and chair of the Committee.

(v) The Vice Chair of the Senate and the Secretary of the Senate by virtue of their offices shall be members of the committee.

(B) The terms of office

(i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such members of the Executive Committee may be elected for two full consecutive terms.

(ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions

(A) The Executive Committee shall assign members of the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate, the Executive Committee shall establish such committees.

(B) The Executive Committee shall specify the charge for any

subcommittee or ad hoc committee it establishes.

(C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.

(3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.

(4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

CHALLENGE OF A SENATE ACTION

Any action (including amendments to the Bylaws) of the Senate, and reports (interpretations) to the Senate under Article IV, Section 2 (b) (3) may be challenged either by the President of the University or a member of the Faculty.

Section 1. Challenge of a Senate action.

(a) The President's challenge, along with the reasons for the challenge, must be given to the Executive Committee in writing within nineteen calendar days of the Senate meeting at which the action was taken.

(b) Upon challenge, the Senate action at issue shall be temporarily suspended.

(c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.

(d) The President or his or her designate may speak on behalf of his or her challenge.

(e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.

(f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

Section 2. Any member of the faculty may challenge any action of Senate.

(a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with the reasons to the Executive Committee within nineteen calendar days of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.

(b) Upon challenge, the Senate action at issue shall be temporarily suspended.

(c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.

- (d) The challenger shall have the right to speak on behalf of his or her challenge.
- (e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

ARTICLE VI

Amendments

Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit them in the following manner:

- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
- (b) At the meeting of the Senate at which the amendment is to be considered, the Charter and Bylaws Committee Chair shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary. The Secretary shall be assisted by two tellers who are members of the Academic Senate and the results shall be announced at the next Senate meeting.
- (c) Upon a two-thirds affirmative vote of the voting Faculty, with at least one-half of the Faculty having voted, the amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
- (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

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YOUNGSTOWN STATE UNIVERSITY

ACADEMIC SENATE BY LAWS

BYLAW 1 PURPOSE

The purpose of these Bylaws is to provide for the orderly implementation of the provisions of the Charter; to provide for the mechanical means of perpetuating the Senate and its responsibilities to the University community; and to assure an orderly transition between academic years.

BYLAW 2 ELECTION AND BALLOTING PROCEDURES

Except as provided in Article V, Section 2 (f) and Article VI, Section 1 of the Charter, and Bylaw 2, Section 2 (b) all elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. General Policies

- (a) All disputes relative to counting and reporting of ballots shall be resolved by the Elections and Balloting committee and their determination shall be final. Disputes arising from procedural matters shall be referred to the Charter and Bylaws Committee for its interpretation.
- (b) No person shall count ballots in any election where he or she is a candidate.
- (c) Forms for nominating candidates to open Senate offices and committees will be sent to all senators by the end of the first week of the academic year. Forms to invite nominations may be distributed and collected electronically. In addition, nominations may be made from the Senate floor at the organizational meeting. All nominations must be confirmed. All persons nominated shall have the opportunity to appear on a subsequent electoral ballot. In all elections, every effort will be made to secure at least twice the number of nominees as there are positions. For elected chartered committees, confirmation of candidacy and eligibility for election shall be made by the Elections and Balloting Committee.
- (d) Faculty and student members may serve on more than one committee.

Section 2. Tellers

- (a) For each election or balloting the Elections and Balloting Committee may appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.
- (b) At a meeting of the Academic Senate when a written ballot is utilized, the Chair of the Elections and Balloting Committee, or a member of that committee, or in their absence, the Chair of the Senate, will appoint sufficient tellers to distribute ballots, collect, and tally the same, and report the results to the Chair of the Senate. The Chair of the Senate, or the Chair of Elections and Balloting, will announce the results.

Section 3. Ballots

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots and their distribution to the appropriate electorate. Unless otherwise specified, all balloting shall be completed and closed within ten calendar days from the date of

physical or electronic mailing and shall be by closed mail ballot. Prior to the electronic distribution of ballots, the distribution list will be reviewed and measures taken to ensure all members receive ballots. The Chair of the Elections and Balloting Committee, in conjunction with the Senate Executive Committee, will agree upon the platform used for the electronic balloting process used for elections in addition to any changes in that process.

(b) On all election ballots, with the exception of those for At-Large Senators, the names shall be listed in alphabetical order. On ballots for At-Large Senators the order of names shall be determined by the drawing of lots of nominees' names by the college's Election and Balloting Committee representative.

(c) All ballots must include a statement about the maximum number for which to vote, which is equivalent to the number to be elected and instructions for returning the ballot. For those ballots where a normal alphabetical order is not used, the ordering system used shall be identified. Ballots shall be distributed, collected, and counted in such a manner as to protect the privacy of the vote.

(d) The Elections and Balloting Committee will announce the results of all elections and balloting under its jurisdiction by a memo to the appropriate electorate and by its report to the Senate. A complete record of the results of the election, signed by the tellers, shall be retained for the duration of the longest term of office being contested and for a period of one year in any balloting not involving an election. The Elections and Balloting Committee will also retain the original paper ballots or an electronic and printed copy of the electronic ballot results for a period of thirty days after any results are announced in the Academic Senate. The ballots may be inspected by an interested member of the University community and such inspection will be supervised by a member of the Elections and Balloting Committee.

(e) Data from all Senate elections will be stored electronically in a permanent database that is accessible to the Chair and members of the Elections and Balloting Committee. In order to maintain the integrity of the data to be electronically stored, all data will be electronically stored and backed-up in a secure environment. Data can be accessed and reviewed in the presence of the authorized members of the Elections and Balloting Committee.

Section 4. Balloting Disputes

The Elections and Balloting Committee will resolve all balloting disputes, the determinations of which are final.

Section 5. Ties

The tellers will resolve all ties by drawing lots. This shall be noted in their report. Run-off elections will only be conducted for the position of Senate Chair, as described in Bylaw 4, Section 1 (c).

Section 6. Reporting Results of Elections and Balloting

The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction. A complete record of the results shall be retained for the duration of the longest term of office being contested in each election, and for a period of

one year in any balloting which does not involve an election. All paper ballots or a printed copy of the itemized results of the electronic ballots will be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

BYLAW 3 ELECTION OF FACULTY SENATORS

Section 1.

- (a) All persons who meet the definition of faculty, as provided in Article II, Section 3 of the Charter, are eligible for election to the Senate.
- (b) The academic department and college of the faculty member are determined by the Elections and Balloting Committee.

Section 2. Apportionment of Faculty Seats

As provided in the Charter, Article III, Section 2 (c), each college is assigned four seats, the total sum of which will be deducted from seventy. The remainder shall be apportioned among the various colleges in proportion to the percentage of Faculty departmental assignments in each college determined as of November 1 from budget data provided by the office of Institutional Research. The Elections and Balloting Committee will compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

Section 3.

- (a) A faculty member will become a nominee in either a departmental or at-large election, or both, by self-nomination or acceptance of a nomination by another. All nominees must either sign the signing a written request form, or consent electronically to a nomination which has been distributed by the Elections and Balloting Committee, or by assenting electronically to a nomination.
- (b) A faculty member who is currently a departmental senator with one year remaining of a two-year term may run for an at-large position on the Senate. If elected as an at-large senator, that person must resign as departmental senator.

Section 4. Election Procedures

(a) Time of Elections

- (1) Departmental Elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by March 15.
- (2) College At-Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of academic departments in that college. Such elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by April 15.

(b) Term of Office

The term of office for departmental Senators shall is two years, beginning August 15, and for at-large Senators, one year, beginning August 15.

(c) Balloting

The Elections and Balloting Committee directs, conducts, and supervises all balloting. In the event that a faculty member is unable to fulfill a term, the Chair of the Elections and Balloting Committee will consult with the Chair of the Academic Senate to determine how the position is to be filled.

Section 5. Organizational Meeting of the Senate

The duties and responsibilities of all senators shall begin with first scheduled meeting in September, which is called by the Chair of the Senate, or, if unavailable, by a member of the Executive Committee. The first order of business for this meeting shall be the nomination of the Chair of the Senate and nomination of the members of the Charter and Bylaws Committee.

BYLAW 4 OTHER ELECTIONS

Section 1. Chair of the Senate

- (a) All Senate members are eligible for election as Chair of the Senate.
- (b) The Elections and Balloting committee is responsible for seeking nominations for the position of Chair of the Senate and for the proper conduct of the election, the results of which are announced no later than seven calendar days prior to the scheduled November Senate meeting.
- (c) The successful candidate shall have a majority of valid votes cast. If no candidate obtains a majority, a run-off election shall be held between the two candidates receiving the most votes. In the event of a tie, the run-off candidate will be determined by drawing lots. The term of office of the Chair and Vice Chair will be for one year beginning at the conclusion of the December Senate meeting or, in the absence thereof, on December 1.
- (d) The runner-up shall be designated as the Vice Chair.

Section 2. The Elections and Balloting Committee

- (a) All faculty members eligible for Senate election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.
- (b) The Elections and Balloting Committee shall be responsible for seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be two years, beginning August 15.

Section 3. The Charter and Bylaws Committee

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) The Elections and Balloting committee shall be responsible for seeking nominations for vacant positions on the committee and for the proper conduct of the election.
- (c) The term of office for members of the Charter and Bylaws Committee shall be two years, beginning October 1.

Section 4. The Executive Committee

(a) Faculty members

(1) All Senate members from a given college, except the current Executive Committee member from that college (providing he or she is completing a full term) shall be eligible for election to the Executive Committee.

(2) After the election of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators to be seated in the Fall semester from the appropriate colleges, and for the proper conduct of the elections of the Executive Committee members from those colleges by May 1.

(3) College representatives shall be elected to the Executive Committee for three-year terms beginning August 15. Elections shall be on a rotating basis for the following terms:

2009-2012: College of Liberal Arts and Social Sciences; College of Creative Arts and Communication

2010-2013: College of Health and Human Services; College of Business Administration

2011-2014: College of Science, Technology, Engineering, and Mathematics; College of Education

2012-2015: College of Liberal Arts and Social Sciences; College of Creative Arts and Communication

2013-2016: College of Health and Human Services; College of Business Administration

2014-2017: College of Science, Technology, Engineering, and Mathematics; College of Education

And so on.

(b) Administrative and Student Members

(1) As provided in Article IV, Section 2, (c) (1)(A)(ii) and (iii), the Administrative and student Senators selected for the forthcoming Senate shall meet separately in the Spring, if possible, but no later than August 15, to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee.

(2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning August 15.

Section 5. The chair of all elected chartered committees shall be elected annually by the committee at their organizational meeting. The organizational meeting shall be called by the member whose name is first alphabetically, or by an individual designated by the Chair of the Academic Senate.

Section 6. The Ohio Faculty Council

YSU Academic Senate By Laws (9/4/13)

- (a) There will be two representatives to the Ohio Faculty Council: the Chair of the Senate and one representative elected at-large from the University. In addition, an alternate representative to the Ohio Faculty council will be elected. The alternate will represent the Academic Senate at any meeting of the Ohio Faculty Council that either the Chair or at-large representative is unable to attend.
- (b) Anyone eligible for Senate membership shall be eligible for election as an at-large or alternate representative.
- (c) Candidates for both the at-large and alternate representative shall be nominated at the organizational meeting of the Senate and shall be elected by mail ballot.
- (d) The term of the at-large and alternate representative shall be two years beginning October 1.

BYLAW 5 DUTIES OF SENATE OFFICERS

Section 1. Chair (and Vice Chair)

The Chair shall preside at all Senate meetings and perform such other duties as are required. The Chair shall be responsible for the communication of all Senate action to the Administration. In the event the Chair is temporarily unable to preside, the Vice Chair shall preside. In the event the Chair resigns or is unable to perform the duties, the Vice Chair shall assume the Chair. The Chair shall ensure that an updated copy of the Charter and Bylaws of the Academic Senate is available.

Section 2. Secretary

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting. At all Senate meetings the Secretary shall maintain a record of attendance as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

All proceedings of the Senate shall be published within seven calendar days after the Senate meeting and distributed in the same manner as the agenda. Both agenda and minutes shall be available electronically through the Academic Senate website.

Section 3. Parliamentarian

The parliamentarian shall advise the chair, upon request, on all matters pertaining to proper parliamentary procedures.

BYLAW 6 APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committees and Subcommittees, General Provisions:

- (a) The membership of each committee and subcommittee, except for the Professional Conduct Committee, shall include faculty members, administrative members, and student members. In addition to nonvoting ex officio members, (as stipulated below in Section 2), all administrative members, except for the Student Academic Grievances Subcommittee and the Professional Conduct Committee, shall be nonvoting members. Quorum shall consist of a simple majority of the voting and nonvoting membership, except for the Professional Conduct Committee.

YSU Academic Senate By Laws (9/4/13)

(b) Committee and subcommittee members shall be selected as follows:

(1) Faculty members, congruent with provisions in Section 2, shall be appointed by the Senate Executive Committee, except for the Professional Conduct Committee.

(2) Administrative members, congruent with provisions in Section 2, shall be appointed annually by the President of the University.

(3) Student members, congruent with provisions in Section 2, shall be appointed by the Student Government Association.

(c) Except for the Student Academic Grievances Subcommittee and for the Professional Conduct Committee, the committee (subcommittee) chair shall be elected annually by the membership at the organizational meeting from among the faculty and student voting membership. Members may not be elected as chairs of committees to which they are assigned, ex officio, as liaison members. The organizational meeting shall be called by the member whose name is first alphabetically, or by an individual designated by the Chair of the Academic Senate..

(d) The committee (subcommittee) chair shall have the responsibility for reporting on the work of the committee (subcommittee) to the Academic Senate as necessary, but no less than once annually. The committee (subcommittee) chair shall be privileged to offer motions on the floor of the Senate on behalf of the committee (subcommittee).

(e) Length of term for faculty members on chartered committees and subcommittees shall be established by the Senate Executive Committee. Vacancies shall be made known to the Senate Executive Committee and filled by the appropriate appointing body or officer, at the initiation of the Senate Executive Committee. The latter committee shall make known to the Academic Senate the names of all committee and subcommittee members, as well as the names of chairs, once elected.

Section 2. Appointed Chartered Committees and Standing Subcommittees, Composition of and Charges to:

(a) Academic Programs Committee

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate college, one academic advisor, and one undergraduate student. There shall also be one representative of administration, one representative from enrollment services, the chair of the Undergraduate Curriculum Committee, and the Director of the Individualized Curriculum Program, all of whom are nonvoting ex officio members.

(2) The responsibility of the Academic Programs Committee shall include the examination and processing of proposals for new programs (including program options/tracks), change in existing programs, or termination of existing programs, as such proposals are forwarded by the undergraduate colleges of the University.

The committee will develop procedures for submitting proposed new programs or changes /terminations of existing programs and prominently publish such procedures on the Academic Senate website.

YSU Academic Senate By Laws (9/4/13)

(b) Undergraduate Curriculum Committee

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate college, one academic advisor, and one undergraduate student. The University Director of Enrollment Services and the chair of the Academic Programs Committee are nonvoting ex officio members.

(2) The responsibility of the Curriculum Committee shall include the examination and processing of proposals for new courses, changes in existing courses, deletion of courses, as such proposals are forwarded by the undergraduate colleges of the University.

The committee will develop procedures for submitting proposed new courses or changes/deletions to existing courses and prominently publish such procedures on the Academic Senate website.

(c) Honors Committee

(1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University, two undergraduate students who are, or have been, enrolled in honors courses, and two representatives from administration, one of whom shall be the Director of the Honors Program, who are nonvoting ex officio members.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to honor courses and programs. The committee shall have authority to approve an honors section of any course currently listed in the YSU Bulletin. Such approval shall not be subject to further approval by the University Curriculum Committee.

(d) Integrated Technologies Committee

(1) The committee shall be composed of eight faculty members with representatives from each undergraduate college of the University and two undergraduate students, all of whom shall be voting members. Non-voting members shall be two academic deans, the University Librarian, the Director of the Computer Center, the Director of Media Services and two members to represent such areas as the Creative Arts and Communication Materials Center, Foreign Language Laboratory, Education Curriculum Resource Center, Telephone, Electronic Maintenance Services, Mail Room, Writing Center, Reading Laboratory and Mathematics Assistance Center.

(2) The committee shall be responsible for making policy recommendations to the Academic Senate concerning faculty and student use of, acquisition of, and accessibility to instructional and research technologies. This shall include computing and networking hardware and software; video, audio, and text materials; access to and distribution of electronically stored and transmitted data; support, maintenance, and training; and classroom and laboratory design.

This committee has no policy responsibility for the content or format of materials acquired by Maag Library; however, it does have policy responsibility for the electronic compatibility of such materials within the existing computing

infrastructure.

(e) Library Committee

(1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University and two undergraduate students all of whom shall be voting members. Non-voting members shall be four representatives from administration, one of whom shall be the University Librarian, as ex officio members.

(2) The committee shall be responsible for making recommendations to the Academic Senate concerning policy related to faculty and student instructional and research use of Maag Library. This responsibility shall include the making of recommendations concerned with allocation of budgeted resources for the acquisition of all instructional and research materials for Maag Library.

(f) Academic Research Committee

(1) The Committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; one undergraduate student; three representatives from administration, one of whom shall be the Dean of the School of Graduate Studies.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to general policy related to both internally and externally supported research.

(g) Academic Standards Committee

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; two undergraduate students; two representatives from administration, including one undergraduate college Dean; one academic adviser; and ex officio, as liaison members, the chairs of the Academic Programs and the Undergraduate Curriculum Committees.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to academic standards. This responsibility shall include the making of recommendations concerned with University general requirements, undergraduate college degree requirements; the grading system honors criteria for deans list and graduation.

(h) Student Academic Affairs Committee

(1) The committee shall be composed of eight faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each college of the University; two representatives from administration; and, ex officio, as liaison member, the chair of the committee's standing subcommittee.

(2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the academic sector of student affairs. This responsibility shall include the making of recommendations concerned with policies related to general University undergraduate admissions; registration; orientation of

students, academic advisement; student retention; and violations of the regulations governing student academic honesty.

The committee shall be responsible for hearing appeals of the Student Grievances Subcommittee actions when there are allegations of procedural violations and returning the case to the Student Grievances Subcommittee for rehearing when the Student Academic Affairs Committee determines there were procedural violations. If the Student Academic Affairs Committee determines there were procedural violations a second time, the Student Academic Affairs Committee will hear the case and render the final verdict.

(h-i) Student Academic Grievances Subcommittee

(1) The subcommittee shall be composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each college of the University; and the Provost or designee. The Provost or designee will chair the subcommittee, maintain all records, only vote in case of a tie, and serve as liaison member to the parent Student Academic Affairs Committee.

(2) The subcommittee shall hear and determine cases involving undergraduate students accused of academic dishonesty as well as undergraduate student academic grievances. The subcommittee shall hold hearings that follow due process procedures that will be developed by the Vice President--Student Affairs and approved by the Academic Senate; and shall have the power to issue disciplinary sanctions. The subcommittee shall have the power to mandate a grade change only in the cases of academic dishonesty or when the instructor materially deviates from the grading scale or weight distribution indicated on the course syllabus to the detriment of an individual student or the entire class. The subcommittee shall have the power to mandate a grade change after holding a due process hearing and after consulting with the affected department.

a. No members of the subcommittee will hear a case directly affecting them. The appropriate body will appoint a temporary substitute for that case.

b. A student and/or instructor may be accompanied by a representative of his or her choice in any hearing.

c. If an instructor refuses to or cannot participate in the formal grievance or discipline procedure, the appropriate department will provide a substitute who will exercise all the rights and responsibilities of the instructor.

d. The student must file a grievance prior to the last day of the final examinations during the subsequent semester.

e. Except for cases in which the subcommittee has the power to mandate a grade change, the teacher of record shall have the power to assign a final grade.

f. The subcommittee may consider intent in making its determinations.

g. In any disciplinary case exonerating the student, the record will be removed from the student's conduct file.

h. A student or instructor may appeal to the Student Academic Affairs Committee only allegations of procedural violations.

(3) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to student academic grievances. This responsibility shall include the development and adoption, subject to approval by the Academic Senate, of rules and procedures for the processing of student academic grievances.

(j) Academic Events Committee

(1) The committee shall be composed of eight faculty members with representation from each undergraduate college of the University, two undergraduate students, and two representatives of the administration, all of whom shall be voting members.

(2) The committee shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees and commencement speakers to the University's President. This committee will also develop a rank-order list of candidates to serve as macebearer for graduation ceremonies and like events.

(l) Professional Conduct Committee

(1) The committee shall be composed of six (6) tenured faculty, one (1) from each undergraduate college appointed by the chair of the Academic Senate, and six (6) professional/administrative employees appointed by the President of the University. At least two (2) tenured faculty members of the Committee shall be regular members of the graduate faculty. Members of the Committee shall serve for staggered three (3) year terms. Initially two (2) faculty members and two (2) non-faculty members shall be appointed for a one (1) year term, two (2) faculty members and two (2) non-faculty members shall be appointed for a two (2) year term, and two (2) faculty members and two (2) non-faculty members shall be appointed for a three (3) year term. The committee shall elect its own chairperson who shall serve a three (3) year term as chairperson and member. The Committee shall operate under majority rule, and a quorum shall consist of seven (7) members.

(2) The committee shall be responsible for addressing the allegations of professional misconduct pursuant to Policy 9006.1 in the University Guidebook.

BYLAW 7 ELECTED/APPOINTED CHARTERED COMMITTEES

Section 1. The General Education Committee

(a) The membership of the General Education Committee shall consist of fourteen members including: six faculty members with one elected by faculty from each undergraduate college; one representative from each of the model categories (essential skills, natural science, artistic and literary perspectives, societies and institutions, personal and social responsibilities) to be appointed by the Provost and subject to ratification by the Senate Executive Committee; two students appointed by the Student Government Association; and the Coordinator of General Education. The Coordinator of General Education shall chair this committee.

(b) The term of service for the six college representatives shall be for three years, with two members selected each year. Initially, members are to be selected on a staggered term basis. The term for those appointed by the Provost shall be three years. Initially, the appointment will be on a staggered basis with a subsequent cycle of two the first year, two the second year, and one in the third year. Elected and appointed members may not serve more than two consecutive terms. The two students will be appointed each year by the Student Government Association.

(c) The General Education Committee shall review and recommend policies regarding general education to the Academic Senate. The General Education Committee shall review and approve for general education certification course proposals designed to satisfy the general education goals. It shall also develop course implementation policy, criteria, and procedures and present same to the Senate for approval. Policies and procedures will be prominently published on the Academic Senate website, and/or a link on the Senate website will be placed for individuals to access the appropriate information.

(d) The General Education Committee shall develop assessment plans and procedures for general education courses to determine if they are meeting the defined goals.

(e) The General Education Committee shall place the approved courses into the GER program and serve as an advisory body to the Coordinator of General Education.

BYLAW 8 COMMITTEE MEETINGS AND MINUTES

Section 1.

All Senate Committees shall meet at least twice during every semester of the academic year, shall record minutes of their meetings, and shall distribute copies of their approved minutes to the Executive Committee, the University Librarian, and other persons designated by the Executive Committee.

Section 2.

In all cases where other specific rules have not been approved by the Senate, Roberts' Rules of Order will apply to all committee business.

BYLAW 9 VACANCIES

Section 1. Determination

(a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one semester or longer) basis, as specified herein.

(b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 2. Filling Vacancies and Certifying Memberships

(a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and

Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.

(b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.

(c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

Section 3. Other Faculty Vacancies

The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

Section 4. Non-Faculty Vacancies

Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of Article III in the Charter of the Academic Senate.

Section 5.

The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

BYLAW 10 ORDER OF BUSINESS AT SENATE MEETINGS

The order of business at all Senate meetings, except the organizational meeting, shall be:

- 1) Call to order
- 2) Approval of the minutes of the last meeting
- 3) Report of the Charter and Bylaws Committee
- 4) Report of the Executive Committee
- 5) Report of the Elections and Balloting Committee
- 6) Reports of other Senate committees
- 7) Unfinished business
- 8) New business
- 9) Adjournment

BYLAW 11 RULES OF ORDER

Section 1.

The rules of order specified in the latest edition of Roberts' Rules of Order Newly Revised (Scott, Foresman and Company) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2.

YSU Academic Senate By Laws (9/4/13)

Any member of the University community shall have the right to address the Senate, provided he or she has notified the chair, in writing, of his or her intent, and has arranged with the chair for a suitable time at which he or she may be recognized. A member or guest of the Senate may speak at such times as he or she is recognized by the chair.

Section 3.

All meetings of the Senate, its committees and subcommittees shall be open in accordance with State of Ohio Open Meetings Laws and the exemptions specified therein.

Section 4.

Senate business shall be conducted by informal consideration, except following affirmation of a motion "to consider formally." Closure of debate, nevertheless, may still be ordered by a two-thirds majority.

Section 5.

An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:

- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
- (b) When the conduct of the Senate's business is terminated by the arrival of a predetermined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."

Section 6.

Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

Section 7.

A roll call vote may be ordered by a vote of one-fifth of the total membership of the Senate. The procedure to be followed will be as specified in Roberts' Rules of Order.

BYLAW 12 AMENDMENTS

Section 1.

Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.

Section 2.

A proposed amendment to the Bylaws shall be mailed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.

Section 3.

At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chair shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.

Urban Research University Transition

Youngstown State University contributes to the development and application of knowledge for the betterment of students and, thus, the communities in which they live and work. The University strives to improve the quality of life in the region and is the primary link to the global community.

Youngstown State University, as a member of the global community of scholars, contributes to the development and application of knowledge for the betterment of humankind. The University strives to improve the quality of life and strengthen the economy of the region and forms the major regional conduit to the global community. As is fitting for an urban research university, YSU faculty and students participate in basic and applied scholarship that enriches teaching and learning and engages with local and global communities. Scholarship at YSU may be directed toward identifying and addressing the social, cultural, and economic needs of nearby urban neighborhoods and the city of Youngstown, but because not all nearby communities are urban, research at YSU is not confined to urban issues. ~ YSU Strategic Plan 2020

Innovation and Discovery

Scholarly Indexed Publications – Web of Science

**Youngstown State University
Number of Publications and Citations**

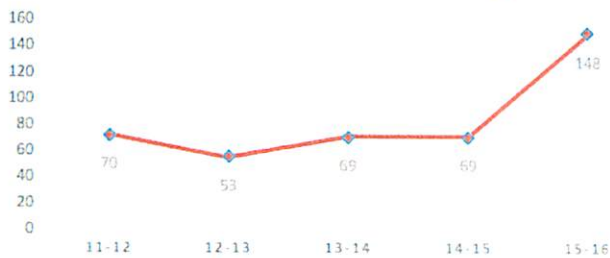


Scholarly Indexed Publications – Web of Science

Impact of YSU Publications



**College of Graduate Studies
Theses and Dissertations Completed**



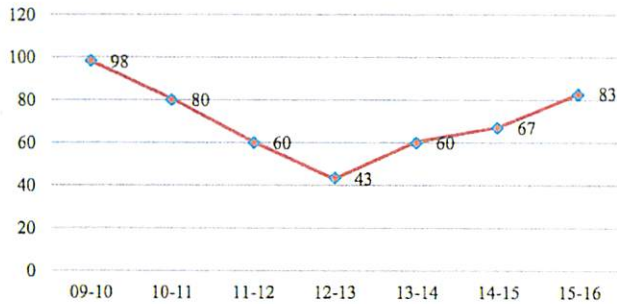
IRB Research Distributions



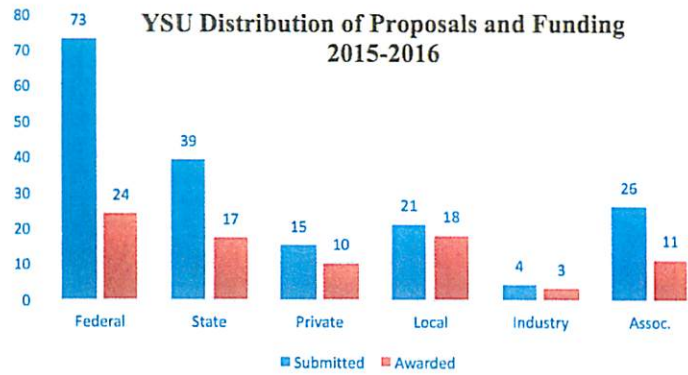
Source: YSU IRB

Funding to Support Research

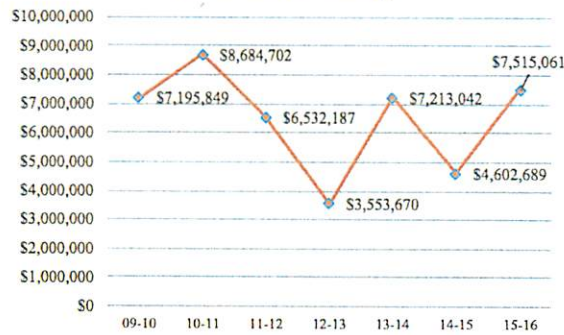
Youngstown State University
Total Number of Awarded Proposals



YSU Distribution of Proposals and Funding 2015-2016

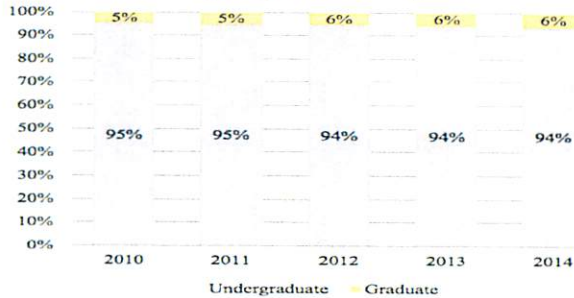


Youngstown State University
Total Fiscal Year Funding

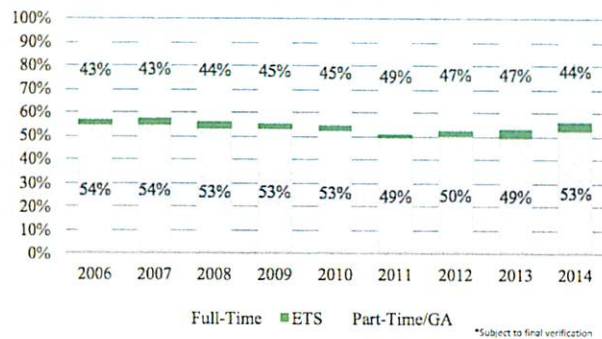


Quality Academic Programs

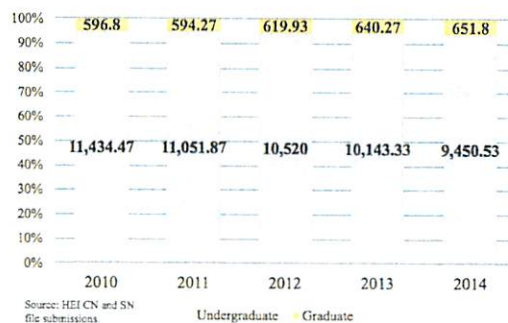
Youngstown State University Total Student FTEs
(as reported to OBR)



Youngstown State University
Total Fall Faculty FTE*



Youngstown State University
Total Student FTEs

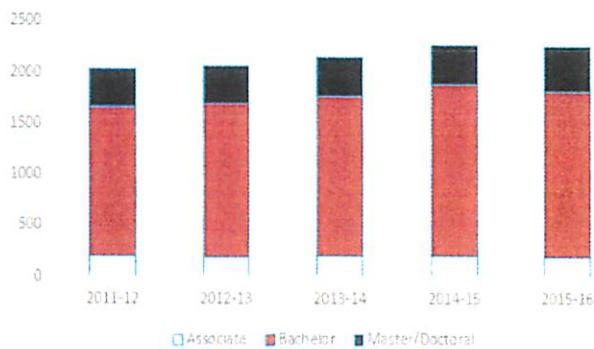


Source: HEI CN and SN file submissions

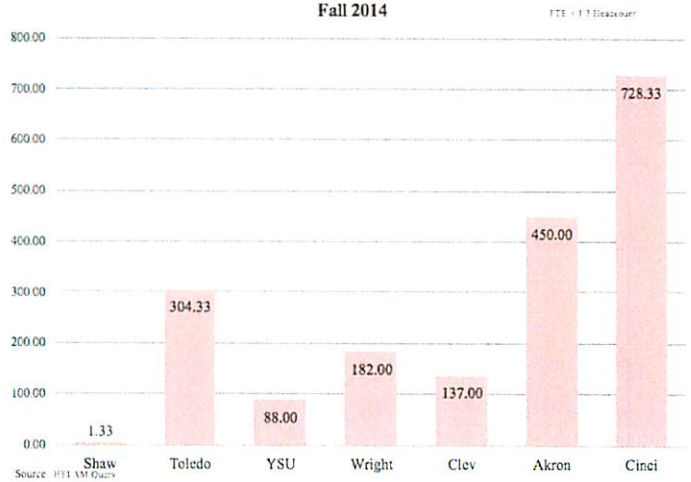
*Subject to final verification

Quality Academic Programs

Youngstown State University
Degrees Awarded 2011-2016



Ohio Urban Research Institution
Graduate Assistants FTE Distribution
Fall 2014



Graduate Program Review – 2014-2015 Annual Report Summary

Program	Program Quality					Need/ Demand	Program Resources	
	Faculty	Graduate Satisfaction and Achievement	Program Dynamics	Program Collaboration	Assess. Program Outcomes	Program Need	Essential Resources	Diversity
Master of Science in Biology	Clearly Met	Clearly Met	Clearly Met	Clearly Met	In Progress	Clearly Met	In Progress	In Progress
Master of Arts in English & Certificates	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	In Progress	In Progress
Master of Science in Criminal Justice	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met
Master of Science in Mathematics	Clearly Met	In Progress	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met
Doctor of Physical Therapy	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met
Master of Arts in Economics/Financial Economics	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met
Master of Arts in History	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met	Clearly Met
Master of Science in Mechanical Engineering	Clearly Met	Clearly Met	Clearly Met	Clearly Met	In Progress	Clearly Met	In Progress	Clearly Met

Urban Research Cornerstone - Revised Metrics		
Previous	Change	Comments/Rationale
Innovation and Discovery		
Peer-Reviewed Publications	Scholarly Publications Indexed in Web of Science Faculty reported publications and presentations	Standardized index allows comparisons to be made Web of Science does not represent all types of scholarly publications
Citations	As indexed by Web of Science YSU Impact Factor	Calculated to reflect the number of citations for the year of publication plus the following two years per publication
Creative Works		
Inventions, Patents and Licenses		
Number and outcomes of regionally based research projects	Distribution of Proposals	
	Proportion of Full and Expedited Research Projects with community impact	
	Number of Thesis and Dissertations Completed	
Funding to Support Research		
Total external grant \$		
Number of external grants funded		
Philanthropic total targeted for academic initiatives		
Academic endowments \$		
Grants submission \$		
Number of grant submissions		
Funding received from for-profit organizations \$		
Quality Academic Programs		
Graduate/undergraduate student ratio		
FT/PT faculty ratio		
Number of degrees awarded		
Number of master's and doctoral degrees awarded		
Number of graduate students from outside the region		
Mean Graduate Record Examination (GRE) Score	Discontinued	Fewer YSU graduate programs are requiring this score
	Graduate and undergraduate program review summaries	