

SPECIAL BOARD OF TRUSTEES' MEETING

**Tuesday, April 16, 2013
6:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Meeting Held March 13, 2013 will be Deferred until the Next Meeting
- D. Reports of the Committees of the Board
 - 1. University Affairs Committee
 - a. Resolution to Modify Multiple-Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional/Administrative Staff Policy
 - b. Resolution to Modify Classified Civil Service Employees Policy
 - c. Resolution to Modify Professional/Administrative Staff Policy
 - d. Resolution to Modify Part-Time Professional/Administrative Staff (Exempt) Policy
 - e. Resolution to Modify Externally Funded Professional/Administrative Staff Policy
 - f. Resolution to Modify Selection and Evaluation of Executive Level Officers of the University Policy
 - g. Resolution to Modify Selection and Annual Evaluation of Administrative Officers of the University Policy
 - h. Resolution to Modify Employment of University Faculty and Staff Policy
 - i. Resolution to Modify Selection and Evaluation of the President of the University Policy
- E. Report of the Presidential Search Advisory Committee
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business
- I. Old Business
- J. Chairperson's Remarks
- K. Dates and Times of Upcoming Regular Meetings of the Board
 - Tentative Meeting Dates: 3 p.m., Wednesday, June 12, 2013
 - 3 p.m., Wednesday, September 25, 2013
 - 3 p.m., Wednesday, December 18, 2013
- L. Adjournment

**RESOLUTION TO MODIFY
MULTIPLE-YEAR CONTRACTS FOR EXECUTIVE LEVEL OFFICERS,
ADMINISTRATIVE OFFICERS AND OTHER DESIGNATED
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Multiple-Year Contracts, policy number 7016.01 of the *University Guidebook*, to be retitled as Multiple-Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional/Administrative Staff, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: Multiple-Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/ Administrative Staff

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: June 1999; December 2009; April 2013

Resolution Number(s): YR 1999-110; YR 2010-37; YR 2013-

Board Committee: Internal Relations

EFFECTIVE DATE: April 16, 2013

Next Review: 2018

Policy: The University may issue multiple year contracts, not to exceed three years in length, to executive level officers, administrative officers, and designated professional/administrative staff, with the approval of the Board of Trustees. Following performance evaluation and review, such contracts may be renewed.

Definitions

A. Executive level officers of the University include:

- Provost/Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Finance and Administration
- Vice President for University Advancement
- University General Counsel
- Other positions, designated by the President, with the approval of the Board of Trustees.

B. Administrative officers of the University include:

Deans:

- College of Fine and Performing Arts
- College of Liberal Arts and Social Sciences
- College of Business Administration
- College of Health and Human Services
- College of Science, Technology, Engineering and Math
- College of Education
- School of Graduate Studies and Research

Associate Vice President:

- Information Technology
- Budget, Planning and Analysis/Treasurer

Executive Directors:

- Student Life
- Student Services
- Facilities
- Human Resources
- Athletics
- Marketing and Communications
- Library Services
- Public Services Institute

Directors:

- Equal Opportunity and Policy Compliance, and

Other positions designated by the President with the approval of the Board of Trustees.

C. Designated professional/administrative staff include:

- Associate Provost positions
- Assistant Provost positions
- Associate Dean positions
- Assistant Dean positions
- Executive Associate to the President
- Government Relations Representative
- Other positions designated by the President with the approval of the Board of Trustees

Parameters:

- Executive level officers, administrative officers and selected designated professional/administrative staff receive employment contracts not to exceed three years. Such contracts are renewable at least a year prior to the ending of the contract.
- Executive level and administrative officers are evaluated annually (University Guidebook Policies 9001.01 and 9002.01). Other designated professional/administrative staff are annually involved in an administrative review process.
- The President shall present to the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.
- The President shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple year contract.

Procedures

1. The length of the contract offered to executive level officers, administrative officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
2. The process of selection and evaluation of executive level officers is described in University Guidebook Policy 9001.01.
3. The process of selection and annual evaluation process for administrative officers is described in University Guidebook Policy 9002.01.
4. The process of selecting other professional/administrative staff is described in University Guidebook Policy 2001.02.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: Multiple-Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/ Administrative Staff

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: June 1999; December 2009

Resolution Number(s): YR 1999-110; YR 2010-37; YR 2013-

Board Committee: Internal Relations

EFFECTIVE DATE:

Next Review: 2018

Policy: ~~The University may issue multiple year contracts, not to exceed three years in length, to Executive level officers, and administrative officers, and designated professional/administrative staff, with the approval of the Board of Trustees. may receive multiple-year contracts of employment.~~ Following performance evaluation and review, such contracts may be renewed.

Definitions

A. Executive ~~level~~ ~~Officers~~ of the University ~~are~~ include:

- ~~the~~ Provost/Vice President for Academic Affairs;
- Vice President for Student Affairs;
- Vice President for Finance and Administration;
- Vice President for University Advancement, ~~and the~~
- University General Counsel;
- Other positions, designated by the President, with the approval of the Board of Trustees, ~~may be identified as executive level officers (University Guidebook Policy 9001.01).~~

B. Administrative ~~Officers~~ of the University include: ~~the College Deans, Dean of the School of Graduate Studies and Research, the Executive Directors, and the Director of Equal Opportunity and Diversity Policy Compliance (University Guidebook Policy 9002.01).~~

Deans:

- College of Fine and Performing Arts
- College of Liberal Arts and Social Sciences
- College of Business Administration
- College of Health and Human Services
- College of Science, Technology, Engineering and Math
- College of Education
- School of Graduate Studies and Research

Associate Vice President:

- Information Technology
- Budget, Planning and Analysis/Treasurer

Executive Directors:

- Student Life
- Student Services
- Facilities
- Human Resources
- Athletics
- Marketing and Communications
- Library Services
- Public Services Institute

Directors:

- Equal Opportunity and Policy Compliance, and

Other positions designated by the President with the approval of the Board of Trustees.

C. Designated ~~Professional/Administrative~~ Staff include: ~~Associate and Assistant Provost, Associate and Assistant Dean, professional/administrative staff of the Office of the President, and others designated by the President.~~

- Associate Provost positions
- Assistant Provost positions
- Associate Dean positions
- Assistant Dean positions
- Executive Associate to the President
- Government Relations Representative
- Other positions designated by the President with the approval of the Board of Trustees

Parameters:

- Executive **level** officers, ~~and~~ administrative officers and selected designated professional/ administrative staff ~~typically~~ receive ~~three-year~~ employment contracts not to exceed three years. Such contracts are renewable at least a year prior to the ending of the contract. ~~The President of the University and athletic coaches may also receive multiple year contracts.~~
- Executive **level** and administrative officers are evaluated annually (**University Guidebook** Policies 9001.01 and 9002.01). Other designated professional/ administrative staff are annually involved in an administrative review process.
- The President ~~may~~ **shall** present to the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.
- The President shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple year contract.

Procedures

1. The length of the contract offered to ~~E~~executive level ~~O~~fficers, ~~A~~administrative ~~O~~fficers, and other designated professional/administrative staff is determined during the recruitment and selection process.
- ~~2. The process of selection and evaluation of the University President is described in University Guidebook Policy 9008.01.~~
3. The process of selection and evaluation of **E**executive level **O**fficers is described in **University Guidebook Policy** 9001.01.
4. The process of selection and annual evaluation process for **A**administrative **O**fficers is described in **University Guidebook Policy** 9002.01.
5. The process of selecting other professional/administrative staff is described in **University Guidebook Policy** 2001.02.
- ~~6. Coaches in intercollegiate athletics are covered by University Guidebook Policy 7016.02.~~

**RESOLUTION TO MODIFY
CLASSIFIED CIVIL SERVICE EMPLOYEES POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Classified Civil Service Employees, policy number 7021.01 of the *University Guidebook*, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Classified Civil Service Employees
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	February 1999; August 2009; December 2012; April 2013
Resolution Number(s):	YR 1999-113; YR 2010-23; YR 2013-27; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: All Classified Civil Service employees shall be hired in accordance with Ohio Revised Code 124 and the Ohio Administrative Code.

Parameters:

- Under Chapter 124 of the Ohio Revised Code, certain employees of Youngstown State University are appointed under the State classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Vice President for Finance and Administration to the Chief Human Resources Officer.

Procedures:

1. Recruitment to fill classified positions must be authorized by the Chief Human Resources Officer. Recruitment activities must conform to the Affirmative Action procedures (University Guidebook Policy 2001.02).
2. Classified staff are employed in full-time or permanent part-time capacities.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Classified Civil Service Employees
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	February 1999; August 2009; December 2012
Resolution Number(s):	YR 1999-113; YR 2010-23; YR 2013-27
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: ~~The University complies with Ohio Revised Code, Chapter 124, and employs staff members under the State classified civil service system.~~ All Classified Civil Service employees shall be hired in accordance with Ohio Revised Code 124 and the Ohio Administrative Code.

Parameters:

- Under Chapter 124 of the Ohio Revised Code, certain employees of Youngstown State University are appointed under the State classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Vice President for Finance and Administration to the Chief Human Resources Officer.

Procedures:

1. Recruitment to fill classified positions must be authorized by the Chief Human Resources Officer. Recruitment activities must conform to the Affirmative Action procedures (**University** Guidebook Policy 2001.02).
2. Classified staff are employed in full-time or permanent part-time capacities.

3. The ~~Division~~ **executive divisional** officers authorize the filling of positions in the divisions.
4. The Chief Human Resources Officer extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the ~~Division~~ **executive divisional** officer.
5. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the ~~YSU-Law Enforcement Employees~~ (represented by Fraternal Order of Police), Ohio Labor Council, Inc.*

**RESOLUTION TO MODIFY
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Professional/Administrative Staff, policy number 7021.02 of the *University Guidebook*, shown as Exhibit C attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Professional/Administrative Staff
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; December 2009; April 2013
Resolution Number(s):	YR 1999-114; YR 2010-37; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Parameter: Professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer (University Guidebook Policy 9001.01).
2. The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the President, for his/her approval.
3. Filling of authorized positions must utilize recruitment activities that conform to the Affirmative Action procedures (2001.02) and procedures for the selection of Administrative Officers (9002.01).

4. Professional/administrative staff members are employed in full-time or part-time status (7021.03).
5. The appropriate divisional executive officer will review the proposed offer of employment with the Chief Human Resources Officer prior to the offer to the successful candidate.
6. The offer of employment is extended by the Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
7. The Office of Human Resources prepares the initial offer of employment and any subsequent renewal contracts.
8. The Chief Human Resources Officer will prepare and submit a summary of all appointments (and separations) to the University Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting for their ratification and confirmation.
9. Terms and conditions of employment for professional/administrative staff are outlined in the *YSU/YSU/APAS Agreement*, except for staff exempted from collective bargaining (e.g., coaches [7017.01], externally funded staff [7021.04], managerial staff, or appointments of less than .27 FTE).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Professional/Administrative Staff
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; December 2009;
Resolution Number(s):	YR 1999-114; YR 2010-37; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: ~~The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.~~ Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Purpose: ~~These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members.~~

Parameter: Professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate ~~division head~~ divisional executive officer (University Guidebook Policy 9001.01).

2. The ~~division head~~ appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the President, for his/her approval.
3. Filling of authorized positions must utilize recruitment activities that conform to the Affirmative Action procedures (2001.02) and procedures for the selection of Administrative Officers (9002.01).
4. Professional/administrative staff members are employed in full-time or part-time status (7021.03).
5. The ~~Provost or~~ appropriate ~~Vice President~~ divisional executive officer will review the proposed offer of employment with the ~~Executive Director of~~ Chief Human Resources Officer prior to the offer to the successful candidate.
6. The offer of employment is extended by the ~~Provost or appropriate Vice President~~ Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the ~~Dean~~ or ~~Executive Director~~ and the person responsible for the employing unit.
7. The Office of Human Resources prepares the initial offer of employment and any subsequent renewal contracts.
8. The Chief Human Resources Officer will prepare and submit a summary of all appointments (and separations) to the University Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting for their ratification and confirmation.
9. Terms and conditions of employment ~~of~~ for professional/administrative staff are outlined in the *YSU/YSU/APAS Agreement*, except for staff exempted from collective bargaining (e.g., coaches [7017.01], externally funded staff [7021.04], managerial staff, or appointments of less than .27 FTE).

**RESOLUTION TO MODIFY
PART-TIME PROFESSIONAL/ADMINISTRATIVE
STAFF (EXEMPT) POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Part-Time Professional/Administrative Staff (Exempt), policy number 7021.03 of the *University Guidebook*, shown as Exhibit D attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Part-Time Professional/Administrative Staff (Exempt)
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; December 2010; April 2013
Resolution Number(s):	YR 1999-115; YR 2011-59; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/administrative staff members.

Parameters:

1. Part-time professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature, are not in the classified civil service, and are not covered by existing Ohio Civil Service position classifications and regulations.
2. An appointment as a part-time professional/administrative staff member is for a specified period of time.
3. Part-time professional/administrative staff are employed on an FTE basis assuming a forty-hour work week.
4. Eligibility for University benefits is determined by the individual's FTE status.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Part-Time Professional/Administrative Staff (Exempt)
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; December 2010
Resolution Number(s):	YR 1999-115; YR 2011-59; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: ~~It is the policy of the University to ensure the employment of staff members with experience, degrees, and other credentials appropriate to their responsibilities.~~ Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/administrative staff members.

Parameters:

1. Part-time professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature, are not in the classified civil service, and are not covered by existing Ohio Civil Service position classifications and regulations.
2. An appointment as a part-time professional/administrative staff member is for a specified period of time.
3. Part-time professional/administrative staff are employed on an FTE basis assuming a forty-hour work week.
4. Eligibility for University benefits is determined by the individual's FTE status.

**RESOLUTION TO MODIFY
EXTERNALLY FUNDED
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Externally Funded Professional/Administrative Staff, policy number 7021.04 of the *University Guidebook*, shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Externally Funded Professional/Administrative Staff
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; Sept 2001; October 2010; April 2013
Resolution Number(s):	YR 1999-116; YR 2002-15; YR 2011-24; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Parameters:

- The University employs persons whose positions are externally funded through research grants, endowments, and other non-University sources. These positions are identified as full- or part-time professional/administrative staff and are typically temporary in nature.
- These employees are not placed in a University salary plan (University Guidebook Policy 7020.01), but are eligible for benefits of the professional/administrative staff, including fringe benefits (University Guidebook Policy 7015.01, .02, .03, .04, .06, .07, and .08), vacation leave (University Guidebook Policy 7002.05), sick leave (University Guidebook Policy 7002.09), and Distinguished Service Awards (University Guidebook Policy 7014.01), as determined by the FTE unless otherwise noted herein.
- Externally funded full-time professional/administrative staff who are awarded a Distinguished Service Award (University Guidebook Policy 7014.01) will be eligible for a stipend of \$2,000. The distribution of this award will be contingent on the funding source, recipients will receive either a cash stipend in the full amount, or a \$1,000 stipend and \$1,000 added to the base salary in the following contract year.

**Agenda Item D.1.e
Exhibit E**

- For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.
- Instructional Specialist(s) employed at The Rich Center for Autism are not eligible to accrue vacation leave.
- Each full-time employee in an Instructional Specialist position may convert two (2) sick leave days per contract year to personal days. Each part-time employee may also convert one (1) sick leave day per year.

Procedures:

1. Recruitment to fill externally funded professional/administrative positions must be authorized by the appropriate divisional executive officer. Recruitment activities must conform to the Affirmative Action procedures (University Guidebook Policy 2001.02).
2. The offer of employment is extended by the Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
3. The Office of Human Resources prepares the official offer of employment.
4. Externally funded professional/administrative staff are exempted from collective bargaining.
5. Part-time externally funded professional/administrative staff are employed on an FTE basis assuming a forty-hour workweek.
6. Externally funded professional/administrative staff are informed at the time of appointment or reappointment that their employment is dependent upon external funding and if such funding ceases employment is terminated upon a two-week notice.
7. Externally funded professional/administrative staff members who earn and accrue vacation leave should use it during the contract period in which it is earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the department head and the Chief Human Resources Officer by June 30 of each year. Unused vacation shall not be converted to a cash payment if the availability of funds ceases, the appointment is not renewed, the employee resigns, or the employee is terminated for cause.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Externally Funded Professional/Administrative Staff
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; Sept 2001; October 2010
Resolution Number(s):	YR 1999-116; YR 2002-15; YR 2011-24; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: ~~The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.~~ Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Parameters:

- The University employs persons whose positions are externally funded through research grants, endowments, and other non-University sources. These positions are identified as full- or part-time professional/administrative staff and are typically temporary in nature.
- These employees are not placed in a University salary plan (**University Guidebook Policy 7020.01**), but are eligible for benefits of the professional/administrative staff, including fringe benefits (**University Guidebook Policy 7015.01, .02, .03, .04, .06, .07, and .08**), vacation leave (**University Guidebook Policy 7002.05**), sick leave (**University Guidebook Policy 7002.09**), and Distinguished Service Awards (**University Guidebook Policy 7014.01**), as determined by the FTE unless otherwise noted herein.
- Externally funded full-time professional/administrative staff who are awarded a Distinguished Service Award (**University Guidebook Policy 7014.01**) will be eligible for a stipend of \$2,000. The distribution of this award will be contingent on the funding source, recipients will receive either a cash stipend in the full amount, or a \$1,000 stipend and \$1,000 added to the base salary in the following contract year.

- For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.
- Instructional Specialist(s) employed at The Rich Center for Autism are not eligible to accrue vacation leave.
- Each full-time **employee in an Instructional Specialist position** may convert two (2) sick leave days per contract year to personal days. Each part-time employee may also convert one (1) sick leave day per year.

Procedures:

1. Recruitment to fill externally funded professional/administrative positions must be authorized by the ~~Provost or~~ appropriate ~~Vice-President~~ divisional executive officer. Recruitment activities must conform to the Affirmative Action procedures (**University Guidebook Policy 2001.02**).
2. ~~The person responsible for the employing unit extends the offer of employment upon the recommendation of the Dean or Executive Director and approval of the Provost or appropriate Vice-President.~~ The offer of employment is extended by the Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
3. The Office of Human Resources prepares the official offer of employment.
4. Externally funded professional/administrative staff are exempted from collective bargaining.
5. Part-time externally funded professional/administrative staff are employed on an FTE basis assuming a forty-hour workweek.
6. Externally funded professional/administrative staff are informed at the time of appointment or reappointment that their employment is dependent upon external funding and if such funding ceases employment is terminated upon a two-week notice.

7. Externally funded professional/administrative staff members who earn and accrue vacation leave should use it during the contract period in which it is earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the department head and the Chief Human Resources Officer by June 30 **of each year**. Unused vacation shall not be converted to a cash payment if the availability of funds ceases, the appointment is not renewed, the employee resigns, or the employee is terminated for cause.

**RESOLUTION TO MODIFY
SELECTION AND EVALUATION OF EXECUTIVE LEVEL
OFFICERS OF THE UNIVERSITY POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Evaluation of Executive Officers of the University, policy number 9001.01 of the *University Guidebook*, to be retitled as Selection and Evaluation of Executive Level Officers of the University, shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Evaluation of Executive Level Officers of the University
Responsible Division/ Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 2001; Sept. 2003; Feb. 2009; March 2013; April 2013
Resolution Number(s):	YR 1998-33; YR 2001-51; YR 2004-16; YR 2009-30; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: The Divisional Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration and the Vice President for University Advancement. In the selection and evaluation of divisional executive officers and General Counsel of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community—students, faculty, and staff—have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of divisional executive officers and General Counsel of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- A position announcement, including the required and preferred qualifications, will be developed and brought to the Board of Trustees for review and approval, prior to initiating the search.
- Advertising to fill divisional executive officer positions and the General Counsel position of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.

- An individual selected to serve as a divisional executive officer or General Counsel will be identified from an applicant pool obtained as a result of a national search process. A national search firm shall be utilized in a search for a divisional executive officer or General Counsel, unless expressly waived by the Board of Trustees. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing divisional executive officers and the General Counsel.
- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation may involve merit salary considerations as part of the year-end sessions.

Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for University Advancement, and the University General Counsel, and such other positions as may from time to time be, with approval of the Board of Trustees, identified as executive level officers. As executive officers, each maintains overall leadership for a particular division or unit. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the President's Cabinet. In addition, the President may designate other administrative officers to serve as members of the Cabinet.

- The Provost/Vice President for Academic Affairs is the chief academic officer of the University. As the President's first delegate, the Provost/Vice President for Academic Affairs has primary responsibility for the overall administration of the academic programs of the University. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The Vice President for Student Affairs is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The Vice President for Finance and Administration is the chief fiscal and administrative officer of the University and provides leadership for the Division of Finance and Administration, recommends fiscal policy to the President for consideration by the Board of Trustees, and is responsible for implementation of these policies. A comprehensive list of duties and responsibilities is contained in the current job description for the position.

- The Vice President for University Advancement provides leadership for the Division of University Advancement, University fund-raising, and alumni relations. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The University General Counsel is the chief legal officer of the University. The General Counsel is appointed jointly by the Ohio Attorney General and the President, with approval of the Board of Trustees. The General Counsel serves as University legal counsel and serves as liaison between the Office of the President and the Office of the Ohio Attorney General including outside counsel. A comprehensive list of duties and responsibilities is contained in the current job description for the position.

Procedures for the Selection of an Executive Level Officer:

The procedures that follow provide an overall structure for executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new executive level officer, the President will appoint a Search Advisory Committee.
2. This Committee shall include representatives of the affected University Division, a member of the Board of Trustees as designated by the Chair, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.
6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
7. The President, in consultation with the Board of Trustees, will identify the candidate to be extended the offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an

exception must be submitted in writing to the Office of Human Resources and Labor Relations and the Office of Equal Opportunity and Policy Compliance for review and recommendation. The request initiated by the President, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the University Affairs Committee of the Board of Trustees, which shall recommend the final action to be taken on the request by the Board of Trustees.

9. The Chief Human Resources Officer will prepare and submit a summary of all appointments (and separations) to the University Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting for their ratification and confirmation.

Procedures for the Evaluation of an Executive Level Officer:

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the executive level officer and the President.
3. The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, usually at the start of the fiscal/academic year.
4. Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the executive level officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations will be discussed. The Board of Trustees considers it important to have the evaluation of executive level officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The President shall consult with the Board of Trustees during the evaluation process as to the performance of executive level officers and will inform the Board of Trustees about the results of his/her evaluation of each executive level officer.
6. When considering salary adjustments for executive level officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and approval prior to implementing said adjustment(s).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: Selection and Evaluation of Executive **Level**
Officers of the University

Responsible Division/ Office: Office of the President

Approving Officer: President

Revision History: June 2001; Sept. 2003; Feb. 2009; March 2013

Resolution Number(s): YR 1998-33; YR 2001-51; YR 2004-16; YR 2009-30;
YR 2013-

Board Committee: University Affairs

EFFECTIVE DATE:

Next Review: 2018

Policy: The Divisional Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration and the Vice President for University Advancement. In the selection and evaluation of **divisional** executive officers **and General Counsel** of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community—students, faculty, and staff—have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of **divisional** executive officers **and General Counsel** of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- A position announcement, including the required and preferred qualifications, will be developed and brought to the Board of Trustees for review and approval, prior to initiating the search.
- Advertising to fill **divisional** executive officer positions **and the General Counsel position** of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as an **divisional** executive officer **or General Counsel** will be identified from an applicant pool obtained as a result of a national search process. A national search firm shall be utilized in a search for an **divisional** executive officer **or General Counsel**,

unless expressly waived by the Board of Trustees. (Filling these positions on an interim basis may be done without initiating a formal process.)

- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing **divisional** executive officers **and the General Counsel**.
- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation may involve merit salary considerations as part of the year-end sessions.

Divisional Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, ~~and the Vice President for University Advancement, and the University General Counsel is also an executive level officer,~~ and such other positions as may from time to time be, with approval of the Board of Trustees, identified as executive level officers. ~~With the approval of the Board of Trustees, the President may from time to time identify other positions as executive level officers.~~ ~~The divisional~~ As executive officers ~~and the General Counsel~~, each maintains overall leadership for a particular division or unit. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The **divisional** executive officers serve as primary advisors and the members of the President's Cabinet. In addition, the President may designate other administrative officers to serve as members of the Cabinet.

- The Provost/Vice President for Academic Affairs is the chief academic officer of the University. As the President's first delegate, the Provost/Vice President for Academic Affairs has primary responsibility for the overall administration of the academic programs of the University. ~~The Provost/Vice President for Academic Affairs provides leadership in the academic division and serves as a primary interface between the academic and other divisions of the University. The Provost/Vice President for Academic Affairs also provides overall leadership and coordination for the academic departments, schools, and colleges and other units in the Academic Division.~~ A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The Vice President for Student Affairs is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. ~~The Vice President works closely with the Provost/Vice President for Academic Affairs to provide a comprehensive and integrated university experience to a diverse student body. Major responsibilities of the Vice President include student discipline; divisional budget management; personnel supervision and planning; student life research; coordination of student enrollment and retention efforts; scholarship administration; administrative liaison with Student Government, student publications, and major student organizations; and primary~~

~~responsibility for the campus environment and student welfare, including the health and safety of the student population.~~ A comprehensive list of duties and responsibilities is contained in the current job description for the position.

- The Vice President for Finance and Administration is the chief fiscal and administrative officer of the University and provides leadership for the Division of Finance and Administration. ~~—The Vice President for Finance and Administration~~ recommends fiscal policy to the President for consideration by the Board of Trustees, and is responsible for implementation of these policies. ~~Major responsibilities of the Vice President for Finance and Administration include oversight of funds from state appropriations; developing and monitoring the financial transactions of the University, University payroll, and public accountability for University resources; providing administrative leadership for developing policies, plans, and allocation of resources; developing and monitoring non-academic personnel compensation, procedures, and practices; developing and maintaining the physical plant of the University; and maintaining the physical environment of the University.~~ A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The Vice President for University Advancement provides leadership for the Division of University Advancement. ~~—The Vice President for University Advancement leads~~ University efforts in fund-raising, marketing, government, public and media relations, information services, including the university web site and WYSU, and alumni relations. ~~The Vice President works with the Office of the President, the executive and administrative staff, and the Youngstown State University Foundation to accomplish institutional objectives in these areas. He or she also serves on community and foundation boards and represents the university at external events as appropriate.~~ A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The University General Counsel is the ~~Chief~~ legal officer of the University. The General Counsel is appointed jointly by the Ohio Attorney General and the President, with approval of the Board of Trustees. The General Counsel serves as University legal counsel and serves as liaison between the Office of the President and the Office of the Ohio Attorney General including outside counsel. ~~The University General Counsel provides advice on legal issues and represents the University in litigation, collective bargaining, and at grievance hearings and arbitration.~~ A comprehensive list of duties and responsibilities is contained in the current job description for the position.

Procedures for the Selection of ~~an an~~ Divisional Executive Level Officer:

The procedures that follow provide an overall structure for ~~divisional~~ executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new executive **level** officer, the President will appoint a Search Advisory Committee.
2. This Committee ~~will~~ shall include representatives of the affected University Division, a **member of the Board of Trustees as designated by the Chair**, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.
6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
7. **The President, in consultation with the Board of Trustees, will identify the candidate to be extended the offer.**
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the **Office of Human Resources and Labor Relations Department** and the Office of Equal Opportunity and Policy Compliance for review and recommendation. The request initiated by the President, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the University Affairs Committee of the Board of Trustees, which shall recommend the final action to be taken on the request by the Board of Trustees.
9. **The Chief Human Resources Officer will prepare and submit a summary of all appointments (and separations) to the University Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting for their ratification and confirmation.**

Procedures for the Evaluation of **an Executive Level Officers:**

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.

2. The process will be initiated with one-on-one session(s) between the executive **level** officer and the President.
3. The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, usually at the start of the fiscal/academic year.
4. Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the executive **level** officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations will be discussed. The Board of Trustees considers it important to have the evaluation of executive **level** officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The President shall consult with the Board of Trustees during the evaluation process as to the performance of executive **level** officers and will inform the Board of Trustees about the results of his/her evaluation of each executive **level** officer.
6. When considering salary adjustments for executive **level** officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and **comment approval** prior to implementing said adjustment(s).

**RESOLUTION TO MODIFY
SELECTION AND ANNUAL EVALUATION OF ADMINISTRATIVE
OFFICERS OF THE UNIVERSITY POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Annual Evaluation of Administrative Officers of the University, policy number 9002.01 of the *University Guidebook*, shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Annual Evaluation of Administrative Officers of the University
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	Feb. 1998; Feb. 2009; April 2013
Resolution Number(s)	YR 1998-33; YR 2009-31; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: In the selection and annual evaluation of administrative officers of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community – students, faculty, and staff – have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of the administrative officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- Advertising to fill administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the President, a search firm may be utilized. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.

- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation process may involve merit salary considerations as part of the year-end session.

Administrative Officers of the University include the College Deans, Dean of the School of Graduate Studies and Research, the Executive Directors, the Director of Equal Opportunity and Policy Compliance, and others as designated by the President. As administrative officers, these individuals maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the Executive and Administrative Staff Council.

- Each Dean has responsibility for one of the Colleges or the School of Graduate Studies and Research and reports directly to the Provost/Vice President for Academic Affairs.
- An Executive Director is responsible for a major administrative unit including the Office of Information and Technology, Intercollegiate Athletics or within the Division of Finance and Administration, Division of University Advancement, Division of Student Affairs, and each report directly to an executive level officer or designee appointed by the President.

Procedures for the Selection of Administrative Officers:

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new administrative officer, the appropriate executive level officer (University Guidebook Policy 9001.01) or designee appointed by the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.

4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of the affected University division, other members of the University community, including the Board of Trustees and others identified by the appropriate executive level officer or designee appointed by the President.
6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the appropriate executive level officer or designee appointed by the President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The appropriate executive level officer or designee appointed by the President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Office of Human Resources and Labor Relations and the Office of Equal Opportunity and Policy Compliance for review and recommendation. A request initiated by a hiring department, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the President, who shall take final action on the request and report the recommendations and action taken to the University Affairs Committee of the Board of Trustees at or before its next meeting.
9. The Chief Human Resources Officer will prepare and submit a summary of all appointments (and separations) to the University Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting for their ratification and confirmation.

Procedures for the Evaluation of Administrative Officers:

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Dean and the Provost/Vice President for Academic Affairs or the Executive Director and the executive level officer.

3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing; usually at the start of the fiscal/academic year.
4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Dean and the Provost/Vice President for Academic Affairs or the Executive Director and the executive level officer, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations are discussed. The Board of Trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.
6. All administrative officers' merit considerations are reviewed by the executive level officers in a group setting to ensure consistent application from an institutional perspective.
7. When considering salary adjustments for administrative officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and comment prior to implementing said adjustment(s).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Annual Evaluation of Administrative Officers of the University
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	Feb. 1998; Feb. 2009; March 2013
Resolution Number(s)	YR 1998-33; YR 2009-31; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: In the selection and annual evaluation of ~~Administrative Officers~~ of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community -- students, faculty, and staff -- have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of the administrative officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- Advertising to fill administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the President, a search firm may be utilized. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.
- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.

- The evaluation process may involve merit salary considerations as part of the year-end session.

Administrative Officers of the University include the College Deans, Dean of the School of Graduate Studies and Research, the Executive Directors, ~~and~~ the Director of Equal Opportunity and Policy Compliance, ~~and others as designated by the President~~. As administrative officers, these individuals maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the Executive and Administrative ~~Advisory~~ Staff Council.

- Each Dean has responsibility for one of the ~~six~~ Colleges or the School of Graduate Studies and Research and reports directly to the Provost/Vice President for Academic Affairs.
- An Executive Director is responsible for a major administrative unit including the Office of Information and Technology, Intercollegiate Athletics or within the Division of Finance and Administration, Division of University Advancement, Division of Student Affairs, and each report directly to an executive ~~level~~ officer or designee appointed by the President.

Procedures for the Selection of Administrative Officers:

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new administrative officer, the ~~Provost/Vice President for Academic Affairs or~~ appropriate executive ~~level~~ officer (~~University Guidebook Policy 9001.01~~) or designee appointed by the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University ~~D~~division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.

5. The on-campus interview process may include a broad representation of the affected University ~~D~~division, other members of the University community, including the Board of Trustees and others identified by the ~~Provost/Vice President for Academic Affairs~~ or appropriate executive level officer or designee appointed by the President.
6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the ~~Provost/Vice President for Academic Affairs~~ or appropriate executive level officer or designee appointed by the President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The ~~Provost/Vice President for Academic Affairs~~ or appropriate executive level officer or designee appointed by the President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Office of Human Resources and Labor Relations Department and the Office of Equal Opportunity and Policy Compliance for review and recommendation. A request initiated by a hiring department, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the President, who shall take final action on the request and report the recommendations and action taken to the University Affairs Committee of the Board of Trustees at or before its next meeting.
9. The Chief Human Resources Officer will prepare and submit a summary of all appointments (and separations) to the University Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting for their ratification and confirmation.

Procedures for the Evaluation of Administrative Officers:

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Dean and the Provost/Vice President for Academic Affairs or the Executive Director and the ~~Divisional Vice President~~ executive level officer.

3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing; usually at the start of the fiscal/academic year.
4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Dean and the Provost/~~Vice President for Academic Affairs~~ or the Executive Director and the ~~Vice President executive level officer~~, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations are discussed. The Board of Trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of ~~constitutes constituents~~ and subordinates.
6. All ~~Administrative Officers'~~ merit considerations are reviewed by the ~~Executive level Officers~~ in a group setting to ensure consistent application from an institutional perspective.
7. When considering salary adjustments for administrative officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and comment prior to implementing said adjustment(s).

**RESOLUTION TO MODIFY
EMPLOYMENT OF UNIVERSITY
FACULTY AND STAFF POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employment Hiring of University Faculty and Staff, policy number 9003.01 of the *University Guidebook*, to be retitled as Employment of University Faculty and Staff, shown as Exhibit H attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Employment of University Faculty and Staff
Responsible Division/Office:	Human Resources
Approving Officer:	President
<i>Revision History:</i>	March 1999; June 2001; March 2010; April 2013
Resolution Number(s):	YR 1999-67; YR 2001-52; YR 2010-63; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures.

Parameters:

- The divisional executive officers (University Guidebook Policy 9001.01) maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of this policy, the President is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the Office of the President.
- For purposes of compliance with the Civil Service laws and regulations covering classified civil service employees, the Chief Human Resources Officer serves as the designated appointing authority as established in University Guidebook Policy 7021.01, Classified Civil Service Employees.

- The Chief Human Resources Officer has overall responsibility for managing University personnel matters and serves as a staff resource to the executive level officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
 - administering, in cooperation with the Office of Equal Opportunity and Policy Compliance, the process of posting available positions and appointment procedures;
 - providing an orientation program for all new employees;
 - maintaining personnel files for all current and former employees;
 - overseeing labor relations, including the interpretation of bargaining agreements;
 - clarifying the applicability of the professional/administrative and classified staff salary schedules; and
 - interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor or manager will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer.
3. The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate.
 - The Provost will determine the filling of faculty positions.
 - The appropriate divisional executive officer will determine the filling of staff positions.

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4. Once a position has been authorized, the appropriate divisional executive officer, the Chief Human Resources Officer and the Director of Equal Opportunity and Policy Compliance will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see University Guidebook Policy 2001.02).
5. Once the selection process is complete, the appropriate divisional executive officer will forward the recommendation to fill the position to the Chief Human Resources Officer for processing.
6. The Chief Human Resources Officer will prepare and submit a summary of all appointments (and separations) to the University Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting for their ratification and confirmation.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Employment (Hiring) of University Faculty and Staff
Responsible Division/Office:	Human Resources
Approving Officer:	President
<i>Revision History:</i>	March 1999; June 2001; March 2010
Resolution Number(s):	YR 1999-67; YR 2001-52; YR 2010-63; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the ~~Provost and Vice Presidents.~~ ~~Each~~ appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures.

Parameters:

- The ~~Provost and Vice Presidents~~ divisional executive officers (University Guidebook Policy 9001.01) maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of this policy, the President is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the Office of the President.
- For purposes of compliance with the ~~Civil Service laws and regulations rules of the Ohio Revised Code and the Ohio Administrative Code~~ covering classified civil service employees, the Chief Human Resources Officer serves as the designated appointing authority as established in University Guidebook Policy 7021.01, Classified Civil Service Employees.

- The Chief Human Resources Officer has overall responsibility for managing University personnel matters and serves as a staff resource to the ~~divisional~~ executive ~~level~~ officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
 - administering, in cooperation with the Office of Equal Opportunity and ~~Diversity Policy Compliance~~, the process of posting available positions and appointment procedures;
 - providing an orientation program for all new employees;
 - maintaining personnel files for all current and former employees;
 - overseeing labor relations, including the interpretation of bargaining agreements;
 - clarifying the applicability of the professional/administrative and classified staff salary schedules; and
 - interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor ~~or manager~~ will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the ~~Provost/or~~ appropriate ~~Vice-President~~ ~~divisional executive officer~~.
3. The ~~Provost/or~~ appropriate ~~Vice-President~~ ~~divisional executive officer~~ will review the recommendation and determine whether further consideration is appropriate.
 - The Provost will determine the filling of faculty positions.
 - The ~~Provost/or~~ appropriate ~~Vice-President~~ ~~divisional executive officer~~ will determine the filling of staff positions.

4. Once a position has been authorized, the ~~Provost or~~ appropriate ~~Vice-President~~ **divisional executive officer**, the Chief Human Resources Officer and the Director of Equal Opportunity and ~~Diversity Policy Compliance~~ will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see [University Guidebook Policy 2001.02](#)).
5. Once the selection process is complete, the ~~Provost or~~ appropriate ~~Vice-President~~ **divisional executive officer** will forward the recommendation to fill the position to the Chief Human Resources Officer for processing.
6. The Chief Human Resources Officer will prepare **and submit** a summary of all **appointments (and separations)** ~~filled positions and submit it~~ to the ~~Internal University~~ **Affairs Committee** of the Board of Trustees at the Committee's next regularly scheduled meeting **for their ratification and confirmation**.

**RESOLUTION TO MODIFY
SELECTION AND EVALUATION OF THE
PRESIDENT OF THE UNIVERSITY POLICY**

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Evaluation of the President of the University, policy number 9008.01 of the *University Guidebook*, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Evaluation of the President of the University
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	February 2009; April 2013
Resolution Number:	YR 2009-32; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: In the selection and evaluation of the President of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community—students, faculty, and staff—have opportunity to participate in the decision-making processes of the University. The Board further recognizes the value of input from the larger community, particularly as that input would be solicited as part of the process of presidential selection and evaluation. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of the President of the University. The Board also affirms the principle of merit-based rewards that are directly associated with the positive evaluation of the President.

Principles:

- Advertising to fill the position of President of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic, and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as President will be identified from an applicant pool obtained as a result of a national search process. (Filling this position on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, an advisory committee will be utilized during the process of searching, screening, and interviewing candidates for President of the University.

Evaluation of the President involves a yearly process between the President and the Board of Trustees of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.

- The evaluation process may involve merit salary considerations as part of the year-end session.
- The President is the chief executive officer of the University. Responsible to the Board of Trustees for the overall operation of the institution, the President executes the power and authority of the Board of Trustees in leadership, institutional strategic planning, and development of the institution. The President may delegate university administrative functions such as academic affairs, student affairs, financial affairs and administration, university advancement, equal opportunity and diversity, and intercollegiate athletics to various divisions or units. The President expects the faculty, through the Provost/Vice President for Academic Affairs, to share the responsibility by recommending admission requirements, curriculum, teaching appointments, graduation requirements, textbooks, and other appropriate academic procedures.
- The President is charged to manage the necessary financial resources, obtain personnel capable of maintaining and enhancing academic standards, maintain programs of support to the regional service area, and serve the needs of students in the University.
- The President may select a special/senior assistant, and the position will constitute an administrative or executive position, and in consultation with the Executive Committee of the Board of Trustees, the search process may be waived.

Procedures for the Selection of a University President:

The procedures that follow provide an overall structure for selection of the President of the University. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The selection of the President of the University is the responsibility of the Board of Trustees.
2. When there is a need to identify a new President, the Chairperson of the Board of Trustees will involve the Board membership in the process of identifying the required qualifications for the position and outlining the process to be utilized to identify a President.

3. The Board shall utilize the services of a professional search firm or consultant to assist with the process.
4. In recognition of the principles of collegiality, a Presidential Search Advisory Committee will be appointed by the Board. The Board may select a representative committee composed of alumni, faculty, staff, students, and members of the community to be involved in the search, screening, and interview elements of the process.
5. The Board of Trustees will consider the recommendations and comments from all constituents; however, the Board has the authority to make the final selection of President.

Procedures for the Evaluation of the University President:

The procedures that follow provide an overall structure for evaluation of the President of the University. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process will be conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Executive Committee of the Board of Trustees and the President.
3. The initial phase of the process will be devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing.
4. In addition to the quarterly reports provided by the President to the Board of Trustees throughout the course of the year, one-on-one sessions may be initiated by either the President or the Executive Committee of the Board to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. Annually, the Executive Committee of the Board shall interview or appoint a committee to interview the executive level officers and others as it deems appropriate as part of its evaluation process.
6. At least every three to five years, depending on the duration of the President's contract, the Board of Trustees will engage a consultant to conduct a comprehensive annual assessment of the President. This assessment will include participation from campus and community constituencies and may follow a process recommended by the Association of Governing Boards (AGB).

7. Unless otherwise addressed in the President's employment contract:
- a. At year's end, during a one-on-one session between the Executive Committee of the Board and the President, the degree to which these objectives have been met will be determined and preliminary salary adjustments, special merit or bonus considerations may be discussed.
 - b. The Executive Committee of the Board will review the preliminary merit considerations.
 - c. The final salary adjustment for the President will be forwarded to the Board of Trustees for action.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Evaluation of the President of the University
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	February 2009;
Resolution Number:	YR 2009-32; YR 2013-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next Review:	2018

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- An individual selected to serve as President will be identified from an applicant pool obtained as a result of a national search process. (Filling this position on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, an advisory committee will be utilized during the process of searching, screening, and interviewing candidates for President of the University.

- Evaluation of the President involves a yearly process between the President and the Board of Trustees of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation process may involve merit salary considerations as part of the year-end session.
- The President is the chief executive officer of the University. Responsible to the Board of Trustees for the overall operation of the institution, the President executes the power and authority of the Board of Trustees in leadership, institutional strategic planning, and development of the institution. The President may delegate university administrative functions such as academic affairs, student affairs, financial affairs and administration, university advancement, equal opportunity and diversity, and intercollegiate athletics to various divisions or units. The President expects the faculty, through the Provost/Vice President for Academic Affairs, to share the responsibility by recommending admission requirements, curriculum, teaching appointments, graduation requirements, textbooks, and other appropriate academic procedures.
- The President is charged to manage the necessary financial resources, obtain personnel capable of maintaining and enhancing academic standards, maintain programs of support to the regional service area, and serve the needs of students in the University.
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2. When there is a need to identify a new President, the Chairperson of the Board of Trustees will involve the Board membership in the process of identifying the required qualifications for the position and outlining the process to be utilized to identify a President.

3. The Board ~~may~~ shall utilize the services of a professional search firm or consultant to assist with the process.
4. In recognition of the principles of collegiality, a Presidential Search Advisory Committee will be appointed by the Board. The Board may select a representative committee composed of alumni, faculty, staff, students, and members of the community to be involved in the search, screening, and interview elements of the process.
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5. Annually, the Executive Committee of the Board ~~may~~ shall interview or appoint a committee to interview the ~~Executive level Officers~~ and others as it ~~sees fit deems~~ appropriate as part of its evaluation process.
6. At least every three to five years, depending on the duration of the President's contract, the Board of Trustees will engage a consultant to conduct a comprehensive annual assessment of the President. This assessment will include participation from campus and community constituencies and may follow a process recommended by the Association of Governing Boards (AGB).

7. Unless otherwise addressed in the President's employment contract:
- a. At year's end, during a one-on-one session between the Executive Committee of the Board and the President, the degree to which these objectives ~~has~~ have been met will be determined and preliminary salary adjustments, special merit or bonus considerations may be discussed.
 - b. The Executive Committee of the Board will review the preliminary merit considerations.
 - c. The final salary adjustment for the President will be forwarded to the Board of Trustees for action.