

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE**

Leonard D. Schiavone, Chair

Harry Meshel, Vice Chair

All Trustees are Members

James P. Tressel, *Ex-Officio*

**Tuesday, May 5, 2015
2:30 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

A. Disposition of Minutes for Meetings Held February 19, 2015; February 24, 2015; and March 11, 2015

B. Old Business

C. Committee Item

1. University Affairs Action Items

- a. Resolution to Approve Acting/Interim Appointments of University Administrators Policy, 3356-9-10** **Tab 1**
Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer, will report.
- b. Resolution to Modify and Retitle Selection and Evaluation of Executive Level Officers of the University Policy, 3356-9-01 (Previous Policy Number 9001.01)** **Tab 2**
Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer, will report.
- c. Resolution to Modify Selection and Annual Evaluation of Administrative Officers of the University Policy, 3356-9-02 (Previous Policy Number 9002.01)** **Tab 3**
Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer, will report.
- d. Resolution to Modify and Retitle Search Waivers for Strategic Hiring Policy, 3356-2-04 (Previous Policy Number 2004.01)** **Tab 4**
Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer, will report.

- e. Resolution to Modify and Retitle Professional/Administrative Staff (Excluding Executive Level and Administrative Officers) Policy, 3356-4-13 (Previous Policy Number 7021.02)** **Tab 5**
Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer, will report.
- f. Resolution to Approve Multiple-Year Contracts**
Kevin Reynolds, Chief Human Resources Officer, will report.
- g. Resolution to Approve the Intercollegiate Athletics 2016-2020 Gender Equity Plan** **Tab 6**
Ronald Strollo, Executive Director of Athletics, will report.

D. New Business

E. Adjournment

AGENDA ITEM: C.1.a.

AGENDA TOPIC: Resolution to Approve Acting/Interim Appointments of University Administrators Policy, 3356-9-10

STAFF CONTACT(S): Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer

SUMMARY AND ANALYSIS: This is a new policy developed to define and to set forth the procedure for appointing Professional/Administrative staff, including Executive and Administrative officers, into an Acting or Interim position.

An Acting appointment is used when the incumbent employee will be temporarily unavailable to perform their duties, but plans to return. An initial Acting appointment may last for up to 180 days and may be renewed in additional 30 day increments. The Executive Officer or President may make and approve Acting appointments of all staff, including Executive Officers, since this is a temporary appointment.

An Interim appointment is used when there is a permanent vacancy in a position. A request must be made in writing. The President may approve an Interim appointment of an Administrative Officer; the Board of Trustees must approve the Interim appointment of an Executive Officer. An initial Interim appointment may last for up to 180 days and may be renewed in writing for up to 90 day increments.

RESOLUTION:

**RESOLUTION TO APPROVE
ACTING/INTERIM APPOINTMENTS OF UNIVERSITY
ADMINISTRATORS POLICY, 3356-9-10**

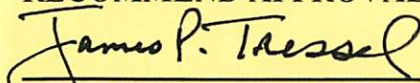
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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 creation of an Institutional Policy governing Acting/Interim Appointments of University Administrators, policy number 3356-9-10 of the *University Guidebook*, shown as Exhibit __ attached hereto.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
May 5, 2015
YR 2015-**

3356-9-10 Acting/interim appointments of university administrators.

New Policy

Responsible Division/Office:	Human Resources
Responsible Officer:	General Counsel
Revision History:	June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. In its efforts to promote equal access and opportunity and a diverse and highly qualified workforce, it is the general practice of Youngstown state university (“University”) to hire employees through a formal search process. However, where there is a critical, immediate, or unforeseen need for an individual to perform specific University job responsibilities, appointments outside of the regular search process may be made.
- (B) Purpose. To provide uniform guidelines and procedures for the use of acting and interim appointments for administrative, non-bargaining unit positions.
- (C) Scope. This policy applies to the appointment of all University executive and administrative officers and to administrative, non-bargaining unit positions. The applicable department governance document and the “YSU/YSU-OEA” collective bargaining agreement shall be utilized for the appointment of an acting/interim chair of an academic department. This policy does not apply to the appointment of an interim or acting university president. (See University policies 3356-9-04 and 3356-9-08, “Acting President” and “Selection of the President,” respectively.)
- (D) Definitions.
 - (1) “Acting appointment.” The temporary placement of an existing employee in a position due to the absence of an incumbent who is expected to return to the position (e.g., incumbent on leave of absence). Upon the return of the incumbent, the acting appointment will return to his/her former position.
 - (2) “Interim appointment.” The temporary placement of an existing employee or nonemployee to perform the duties of a vacant or soon-to-be-vacant position while a unit is being reorganized or prior to or while University recruitment is underway to permanently select a successor (e.g., unanticipated or sudden departure of the incumbent).
- (E) Parameters.
 - (1) An individual serving through an acting/interim appointment must possess at least the minimum qualifications stipulated in the applicable job description.

- (2) An acting/interim appointee may be a candidate to permanently fill a position unless non-candidacy for the permanent position was a condition of the acting/interim appointment.
 - (3) An individual serving an acting/interim appointment is prohibited from serving on any University search committee during the duration of his/her appointment.
 - (4) Equal opportunity guidelines shall be considered when making an acting/interim appointment.
- (F) Procedures.
- (1) Acting appointment.
 - (a) An acting appointment is appropriate when an incumbent employee will be unavailable or unable to perform his/her job responsibilities for more than thirty days or in those situations in which the continuation of the incumbent's job responsibilities is critical to the effective continuing operation of the University.
 - (b) The president has the authority to appoint an acting or interim executive officer.
 - (c) For all other administrative acting/interim appointments, the immediate supervisor in consultation with the appropriate executive officer and the chief human resources officer shall determine if an acting/interim appointments is necessary for the effective operation of the unit or if an employee(s) is able to take on additional assignments and/or responsibilities for a limited time while maintaining his/her current job responsibilities.
 - (d) An initial acting appointment may last for up to one hundred eighty days and may thereafter be renewed in writing in thirty-day increments by approval of the executive officer or president and the chief human resources officer.
 - (e) Compensation shall be in accordance with human resources supplemental pay guidelines.
 - (f) A search to permanently fill the appointed position shall follow the selection process in the applicable policy.
 - (2) Interim appointment.
 - (a) All interim appointments shall be submitted in writing to the chief human resources officer ("HR officer") and the director of equal opportunity and

policy compliance (“EOPC director”) for recommendation. The request must include the name of the position, the name of the individual(s) considered for appointment, the start date of the appointment, the anticipated length of the appointment, the anticipated start date of the search process, and the rationale supporting the appointment.

- (b) The interim appointment of an executive level officer shall be approved by the board of trustees.
 - (c) The interim appointment of an administrative officer shall be approved by the president.
 - (d) All other interim appointments shall be approved by the immediate supervisor after consultation with the executive officer and the chief human resources officer.
 - (e) Interim appointments shall not exceed one year without a written request and the written approval of the president. The president may extend the appointment in writing in increments of up to ninety days. A request for an extension must include an anticipated date to begin the search process or a rationale for deferring a final search.
- (G) Existing appointments. All acting and interim appointments in place as of the effective date of this policy shall be reviewed for consistency with this policy and brought into reasonable compliance with this policy.

AGENDA ITEM: C.1.b.

AGENDA TOPIC: Resolution to Modify and Retitle Selection and Evaluation of Executive Level Officers of the University Policy, 3356-9-01 (Previous Policy Number 9001.01)

STAFF CONTACT(S): Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer

SUMMARY AND ANALYSIS: This is a modification of an existing policy. The modification removes from the list of Executive Level Officers the position of Vice President for University Advancement as this position will no longer be filled. The modification further clarifies the section of the policy that sets forth the "Exceptions to the Selection Procedures"; however, there are no changes to the actual exception language. Any exceptions to the selection process for an Executive Level Officer must go through the University Affairs Committee for recommendation to the Board of Trustees.

Language has been added to clarify that while in the past there had been six (6) Executive Divisions of the University, this policy is proposing that there be only four (4) Executive Divisions: The President's Office, the Academic Affairs Division, the Finance and Business Operations Division, and the Legal Affairs and Human Resources Division

RESOLUTION:

**RESOLUTION TO MODIFY AND RETITLE
SELECTION AND EVALUATION OF EXECUTIVE LEVEL
OFFICERS OF THE UNIVERSITY POLICY, 3356-9-01
(PREVIOUS POLICY NUMBER 9001.01)**

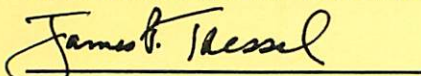
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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 Level Officers of the University, policy number 3356-9-01 (Previous Policy Number 9001.01) of the *University Guidebook*, to be retitled as Selection and Evaluation of Executive Officers of the University, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

Board of Trustees Meeting
May 5, 2015
YR 2015-

3356-9-01 Selection and Evaluation of Executive Level Officers of the University
(Previous Policy Number 9001.01)

UNIVERSITY GUIDEBOOK

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

Responsible Division/ Office: Office of the President

Approving Responsible Officer: President

Revision History: June 2001; Sept. 2003; Feb. 2009; March 2013; April 2013;
 June 2013; June 2015

Resolution Number(s): ~~YR 1998-33; YR 2001-51; YR 2004-16; YR 2009-30;~~
~~YR 2013-50; YR 2013-60; YR 2013-88~~

Board Committee: University Affairs

EFFECTIVE DATE: June 17, 2015~~2, 2013~~

Next Review: 2020~~18~~

(A) Policy Statement: 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 Business Operations and the Vice President for ~~University Advancement~~ Legal Affairs and Human Resources. 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. 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.

(B) Parameters.Principles:

- (1) 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.

3356-9-01 Selection and Evaluation of Executive Level Officers of the University
(Previous Policy Number 9001.01)

- (2) 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.
- (3) 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.)
- (4) 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.
- (5) 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.
- (6) The evaluation may involve merit salary considerations as part of the year-end sessions.

(C) Role of Executive Officers.

Executive Officers of the University maintain 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 to the President and as members of the President's Cabinet. In addition, the President may designate other administrative officers to serve as members of the Cabinet. Executive Officers of the University are:

- (a) Provost/Vice President for Academic Affairs
- (b) Vice President for Student Affairs
- (e)(b) Vice President for Finance and Administration Business Operations
- ~~Vice President for University Advancement~~
- (d)(c) University General Counsel Vice President for Legal Affairs and Human Resources
- (d) Others positions, designated by the President, with the approval of the Board of Trustees

(1) The President is the Chief Executive Officer and may be responsible for a specific division which may include the Department of Inclusion and Multicultural Affairs and the Office of Student Experience.

- (2) (2) 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

3356-9-01 Selection and Evaluation of Executive Level Officers of the University
(Previous Policy Number 9001.01)

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.

~~• (3) 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.~~

~~• (4) (3) The Vice President for Finance and Administration Business Operations is the chief fiscal and administrative officer of the University and provides leadership for the Division of Finance and Administration Business Operations, 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.~~

~~• (5) (4) The University General Counsel Vice President for Legal Affairs and Human Resources and General Counsel is the chief legal officer of the University and provides leadership for the Office of Human Resources. 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.~~

(D) 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. (1) When there is a need to identify a new executive level officer, the President will appoint a Search Advisory Committee.
2. (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.

3356-9-01 Selection and Evaluation of Executive Level Officers of the University
(Previous Policy Number 9001.01)

3. (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. (4) This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. (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. (6) The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
7. (7) The President, in consultation with the Board of Trustees, will identify the candidate to be extended the offer.
8. (8) The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions will become effective upon approval by the Board of Trustees.

7.

8. (E) Exception to the Selection Procedures. 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 personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions will become effective upon approval by the Board of Trustees.~~

(F) Procedures for the Evaluation of an Executive Level Officer.

3356-9-01 Selection and Evaluation of Executive Level Officers of the University
(Previous Policy Number 9001.01)

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. (1) The evaluation process is conducted on an annual basis.
2. (2) The process will be initiated with one-on-one session(s) between the executive level officer and the President.
3. (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. (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. (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. (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).

3356-9-01 Selection and evaluation of executive officers of the university.

(Previous Policy No. 9001.01)

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	June 2001; September 2003; February 2009; March 2013; April 2013; June 2013; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. The divisional executive officers of the university are the provost/vice president for academic affairs, vice president for finance and business operations, and the vice president for legal affairs and human resources. 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. In the selection and evaluation of executive 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 an 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.
- (B) Parameters.
- (1) 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.
 - (2) Advertising to fill divisional executive 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
 - (3) An individual selected to serve as a divisional executive officer 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 unless expressly waived by the board of trustees. (Filling these positions on an interim basis may be done without initiating a formal process.)

- (4) In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing divisional executive officers.
 - (5) 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.
 - (6) The evaluation may involve merit salary considerations as part of the year-end sessions
- (C) Role of executive officers.
- (1) Executive officers of the university maintain 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. Executive officers of the university include:
 - (a) Provost/vice president for academic affairs.
 - (b) Vice president for student affairs.
 - (c) Vice president for finance and business operations.
 - (d) Vice president for legal affairs and human resources.
 - (e) Others positions designated by the president with the approval of the board of trustees.
 - (2) The president is the chief executive officer and may be responsible for a specific division which may include the department of

inclusion and multicultural affairs and the office of student experience.

- (3) 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.
 - (4) The vice president for finance and business operations is the chief fiscal and administrative officer of the university and provides leadership for the division of finance and business operations, 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.
 - (5) The vice president for legal affairs and human resources is the chief legal officer of the university and provides leadership for the office of human resources. The vice president for legal affairs and human resources is appointed jointly by the Ohio attorney general and the president, with approval of the board of trustees. The vice president for legal affairs and human resources 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.
- (D) Procedures for the selection of an executive level officer. The procedures that follow provide an overall structure for executive 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 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) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions will become effective upon approval by the board of trustees.
- (E) Exceptions to the selection procedures. 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 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.

- (F) 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 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 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 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 officers and will inform the board of trustees about the results of his/her evaluation of each executive officer.
 - (6) When considering salary adjustments for executive officers, the president shall submit proposed adjustments to the university affairs committee for its review and approval prior to implementing said adjustment(s).

AGENDA ITEM: C.1.c.

AGENDA TOPIC: Resolution to Modify Selection and Annual Evaluation of Administrative Officers of the University Policy, 3356-9-02 (Previous Policy Number 9002.01)

STAFF CONTACT(S): Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer

SUMMARY AND ANALYSIS: This is a modification of an existing policy. Similar to the policy 3356-9-01 on Selection and Evaluation of Executive Level Officers, this modification clarifies that "Exceptions to the Selection Procedure" are available under this policy. The President may approve exceptions to the selection process when hiring Administrative Officers. The exceptions must be reported to the University Affairs Committee of the Board of Trustees, but does not require the approval of the Board.

RESOLUTION:

**RESOLUTION TO MODIFY
SELECTION AND ANNUAL EVALUATION OF ADMINISTRATIVE
OFFICERS OF THE UNIVERSITY POLICY, 3356-9-02
(PREVIOUS POLICY NUMBER 9002.01)**

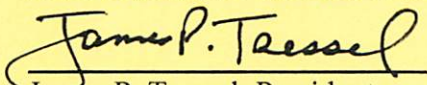
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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 3356-9-02 (Previous Policy Number 9002.01) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
May 5, 2015
YR 2015-**

3356-9-02 Selection and Annual Evaluation of Administrative Officers of the University
(Previous Policy Number 9002.01)

UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Annual Evaluation of Administrative Officers of the University
Responsible Division/Office:	Office of the President
Approving <u>Responsible</u> Officer:	President
Revision History:	Feb. 1998; Feb. 2009; March 2013; April 2013; June 2013; <u>June 2015</u>
Resolution Number(s)	YR 1998-33; YR 2009-31; YR 2013-51; YR 2013-61; YR 2013-89
Board Committee:	University Affairs
EFFECTIVE DATE:	June <u>17, 2015</u> , 2013
Next Review:	20 <u>20</u> 18

(A) Policy Statement: 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.

(B) Parameters. Principles:

- (1) 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.
- (2) 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.

3356-9-02 Selection and Annual Evaluation of Administrative Officers of the University
(Previous Policy Number 9002.01)

- (3) 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.)
- (4) In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.
- (5) 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.
- (6) The evaluation process may involve merit salary considerations as part of the year-end session.

(C) Role of Administrative Officers. Administrative Officers of the University 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. Associate Vice Presidents and Executive Directors are responsible for a major administrative unit including the Office of Information and Technology, Interscholastic Athletics or within the Division of Finance and Administration, ~~Division of University Advancement,~~ Division of Student Affairs, and each reports directly to an executive level officer or designee appointed by the President. Administrative officers of the University include:

- (a) College Deans
- ~~(b) Dean of the School of Graduate Studies and Research~~
- (b) Associate Vice Presidents
- (c) Executive Directors
- (d) Director of Equal Opportunity and Policy Compliance
- (e) ~~Others~~ positions ~~Designated~~ by the President.

(D) Procedures for the Selection of Administrative Officers.:

[3356-9-02 Selection and Annual Evaluation of Administrative Officers of the University
\(Previous Policy Number 9002.01\)](#)

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. [\(1\)](#) When there is a need to identify a new administrative officer, the appropriate executive level officer (University-~~Guidebook~~-Policy [3356-9-01](#))~~001-01~~) 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. [The Chief Human Resources Officer will prepare and submit a summary of all personnel actions \(i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments and separations\) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions will become effective upon approval by the Board of Trustees.](#)

[\(E\) Exceptions to the Selection Procedures.](#)

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

[3356-9-02 Selection and Annual Evaluation of Administrative Officers of the University \(Previous Policy Number 9002.01\)](#)

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.

~~7. The Chief Human Resources Officer will prepare and submit a summary of all personnel^[WU1] actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions will become effective upon approval by the Board of Trustees.~~

(F) 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. (1) The evaluation process is conducted on an annual basis.
2. (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. (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. (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. (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.

3356-9-02 Selection and Annual Evaluation of Administrative Officers of the University
(Previous Policy Number 9002.01)

6. (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. (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).

3356-9-02 Selection and annual evaluation of administrative officers of the university.

(Previous Policy No. 9002.01)

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	February 1998; February 2009; March 2013; April 2013; June 2013; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. 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 an 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.
- (B) Parameters.
- (1) 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.
 - (2) 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.
 - (3) 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.)

- (4) In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.
 - (5) 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.
 - (6) The evaluation process may involve merit salary considerations as part of the year-end session.
- (C) Role of administrative officers.
- (1) Administrative officers of the university 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 and reports directly to the provost/vice president for academic affairs. Associate vice presidents and executive directors are responsible for a major administrative unit and each reports directly to an executive level officer or designee appointed by the president. Administrative officers of the university include:
 - (a) College deans.
 - (b) Associate vice presidents.
 - (d) Executive directors.
 - (e) Director of equal opportunity and policy compliance.
 - (f) Other positions designated by the president.
- (D) 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 (see university policy 3356-9-01, Selection and Evaluation of Executive Level Officers) 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) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The

personnel actions will become effective upon approval by the board.

- (E) Exceptions to the selection procedures. 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.
- (F) 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 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).

AGENDA ITEM: C.1.d.

AGENDA TOPIC: Resolution to Modify and Retitle Search Waivers for Strategic Hiring Policy, 3356-2-04 (Previous Policy Number 2004.01)

STAFF CONTACT(S): Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer

SUMMARY AND ANALYSIS: This is a modification of an existing policy. This policy is renamed to remove the reference to "Strategic" as it was unclear. This policy now describes the process for requesting a search waiver of the established search process when hiring Faculty or Professional/Administrative Staff, excluding Executive and Administrative Level Officers, as those processes are set forth in policies 3356-9-01 and 3356-9-02.

This policy clarifies the criteria to be used in determining whether a search waiver is in the University's best interest. The individual being considered for a search waiver must still provide written documentation of their credentials and the hiring department must provide input. The President is authorized to grant search waivers in these instances as the Board of Trustees is not required to pre-approve the hiring of these types of employees. However, a report of search waivers granted in accordance with this policy must be reported to the Board every quarter under University Affairs Committee.

RESOLUTION:

**RESOLUTION TO MODIFY AND RETITLE SEARCH WAIVERS
FOR STRATEGIC HIRING POLICY, 3356-2-04
(PREVIOUS POLICY NUMBER 2004.01)**

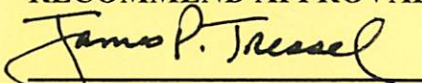
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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 Search Waivers for Strategic Hiring, policy number 3356-2-04 (Previous Policy Number 2004.01) of the *University Guidebook*, to be retitled as Search Waivers for Hiring of Faculty and Professional/Administrative Staff, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
May 5, 2015
YR 2015-**

UNIVERSITY GUIDEBOOK

Title of Policy: ~~Search Waivers for Strategic Hiring~~

Responsible Division/Office: Equal Opportunity and Policy Compliance

~~Approving~~Responsible Officer: ~~President~~[General Counsel](#)

Revision History: June 2006; June 2011; March 2013; [June 2015](#)

~~Resolution Number(s):~~ ~~YR-2006-55; YR-2011-113; YR-2013-45~~

Board Committee: University Affairs

EFFECTIVE DATE: ~~March 13, 2013~~[June 17, 2015](#)

Next Review: ~~2020~~[18](#)

(A) Policy Statement: [It is the policy of Youngstown State University that institutional employment and diversity goals are best served through a standard search process. However](#) ~~To advance institutional strategic goals by recruiting faculty and staff members,~~ [waivers of the standard search process are appropriate in situations where it can be demonstrated that a recommendation for employment may be made without a national search](#) ~~it is in the University's best interest., provided a waiver of search procedures is approved by the Director of Equal Opportunity and Policy Compliance.~~

(B) Scope: [This policy applies to faculty and professional administrative staff vacancies including externally funded positions \(see University policies 3356-7-42 Professional/Administrative Staff and 3356-7-43 Externally Funded Professional/Administrative Staff. The recruitment](#) ~~selection~~ [of executive and administrative](#) ~~and executive~~ [officers of the University is not included within the scope of this policy. \(See University policies](#) ~~Policy 3356-9-019001.01 and 3356-9-029002.01,~~ [Policy 3356-9-019001.01 and 3356-9-029002.01,](#) respectively, for the selection of administrative and executive officers.

(C) Purpose: ~~Youngstown State University recognizes the importance of faculty and staff recruiting as one mechanism to address and advance institutional strategic priorities and mission.~~

~~This policy is designed to allow the University to respond in a timely fashion to advance institutional strategic goals and to guarantee that consideration of excellence in faculty and staff recruitment is not jeopardized.~~

~~To~~ [Strategic Hiring Programs](#) provide a process for requesting a search waiver ~~and/or single or~~

3356-2-04 Search Waivers for Hiring of Faculty and Professional Administrative Staff
(Previous Policy Number 2004.01)

~~multi-year financial support~~ for fully qualified individuals who can make a unique contribution to the University and its strategic plan.

(D) Criteria: The following ~~criteria information~~ shall be provided in writing when submitting a request for a search~~for granting~~ waiver; ~~and funding requests will be considered:~~

(a) A description of the position including minimum (and if appropriate) preferred qualifications

(b) Qualifications, credentials, and/or skills of the individual that qualify him/her for the
position being recruited, including

~~(c) Likelihood of continued~~ success in the position (e.g., promotion and tenure, where
applicable)

~~(b)~~ (d) Relevance of the hire to the University's strategic priorities

(e) Agreement/ Input of the hiring unit for the requested appointment

(f) Identification of funds to support the position, over time

(g) Rationale for departing from waiving the normal standard search process presented.
~~requirement~~

(E) Procedures:

~~(1) Questions about search waivers should be directed to the Director of Equal Opportunity and Policy Compliance. Candidates~~ Individuals considered for employment under the search waiver process must be systematically reviewed by the hiring department or academic unit. ~~If that unit believes the individual has appropriate credentials and has skills that are compatible with the department's needs and the mission of the department and university, the unit may recommend that individual for recruitment without a search.~~

(2) When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the Chair/Director of his or her unit will request a copy of the potential employee's curriculum vitae and/or other relevant materials.

(3) A request for a search waiver, including all supporting documentation listed above, 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 Office of Equal Opportunity and Policy Compliance must also be contacted for information and assistance. In consultation with the relevant executive officer and the Director of Equal Opportunity and Policy Compliance, t~~

(4) The President is authorized to grant a waiver from the requirement for a standar search.

(5) The Office of Equal Opportunity and Policy Compliance will provide information and assistance as appropriate.

(6) The University will provide the Board of Trustees with a quarterly report on hiring activity under this policy.

~~Cross-reference: Policy 2001.02 Equal Opportunity and Affirmative Action Recruitment and Employment.~~

3356-2-04 Search waivers for hiring of faculty and professional/administrative staff.

(Previous Policy No. 2004.01)

Responsible Division/Office:	Equal Opportunity and Policy Compliance
Responsible Officer:	General Counsel
Revision History:	June 2006; June 2011; March 2013; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. It is the policy of Youngstown state university that institutional employment and diversity goals are best served through a standard search process. However, waivers of the standard search process are appropriate in situations where it can be demonstrated that it is in the university's best interest.
- (B) Scope. This policy applies to faculty and professional administrative staff vacancies including externally funded positions (see university policies 3356-7-42 and 3356-7-43). The selection of executive and administrative officers of the university is not included within the scope of this policy (see university policies 3356-9-01 and 3356-9-02, respectively, for the selection of administrative and executive officers).
- (C) Purpose. To provide a process for requesting a search waiver for fully qualified individuals.
- (D) Criteria. To provide a process for requesting a search waiver for fully qualified individuals who can make a unique contribution to the university and its strategic plan.
 - (1) A description of the position including minimum (and if appropriate) preferred qualifications.
 - (2) Qualifications, credentials and/or skills of the individual that qualify him/her for the position.
 - (3) Likelihood of success in the position (e.g., promotion and tenure, where applicable).
 - (4) Relevance of the hire to the university's strategic priorities.

- (5) Input of the hiring unit for the requested appointment.
 - (6) Identification of funds to support the position.
 - (7) Rationale for departing from the standard search process.
- (E) Procedures.
- (1) Individuals considered for employment under the search waiver process must be reviewed by the hiring department or academic unit.
 - (2) When any unit inquiries about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the chair/director will request a copy of the potential employee's curriculum vitae and/or other relevant materials.
 - (3) A request for a search waiver, including all supporting documentation listed above, 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.
 - (4) The president is authorized to grant a waiver from the requirement of a standard search.
 - (5) The office of equal opportunity and policy compliance will provide information and assistance as appropriate.
 - (6) The university will provide the board of trustees with a quarterly report on hiring activity under this policy.

AGENDA ITEM: C.1.e.

AGENDA TOPIC: Resolution to Modify and Retitle Professional/Administrative Staff (Excluding Executive Level and Administrative Officers) Policy, 3356-4-13 (Previous Policy Number 7021.02)

STAFF CONTACT(S): Holly Jacobs, the University's General Counsel, and Kevin Reynolds, Chief Human Resources Officer

SUMMARY AND ANALYSIS: This is a modification of an existing policy. This policy clarifies the selection procedures for Professional/Administrative Staff and clearly excludes from coverage under this policy Executive and Administrative Officers as those selection procedures are set forth in policies 3356-9-01 and 3356-9-02. The process to obtain a search waiver for Professional/Administrative Staff is set forth in the policy 3356-2-04 on Search Waivers for Hiring of Faculty and Professional/Administrative Staff.

RESOLUTION:

**RESOLUTION TO MODIFY AND RETITLE
PROFESSIONAL/ADMINISTRATIVE STAFF (EXCLUDING EXECUTIVE LEVEL
AND ADMINISTRATIVE OFFICERS) POLICY, 3356-4-13
(PREVIOUS POLICY NUMBER 7021.02)**

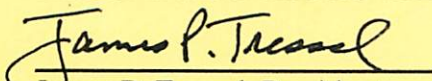
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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 (Excluding Executive Level and Administrative Officers), policy number 3356-4-13 (Previous Policy Number 7021.02) of the *University Guidebook*, to be retitled as Selection of Professional/Administrative Staff (Excluding Executive Level and Administrative Officers), shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
May 5, 2015
YR 2015-**

[3356-7-42 Selection of Professional/Administrative Staff](#)
(Previous Policy Number 7021.02)

NUMBER
7021.02

PAGE 1 of 3

UNIVERSITY GUIDEBOOK

Title of Policy: ~~Professional/Administrative Staff (Excluding Executive Level and Administrative Officers)~~

Responsible Division/Office: Human Resources

~~Approving~~Responsible Officer: Vice President for Finance and Administration

Revision History: March 1999; December 2009; April 2013; June 2013

~~Resolution Number(s): YR 1999-114; YR 2010-37; YR 2013-57; YR 2013-86~~

Board Committee: University Affairs

EFFECTIVE DATE: June 17, ~~2015~~², 2013

Next Review: 20~~20~~¹⁸

(A) Policy Statement.: 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. Personnel actions will become effective upon approval by the Board of ~~Trustees.~~

~~The~~Trustees. 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. Personnel actions will become effective upon approval by the Board of Trustees.

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

(C) Scope. This policy applies to Professional/administrative staff (including part-time and externally funded) that perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations. This policy does not include employees covered in University Guidebook Policies 3356-9-01/ Selection and Evaluation of Executive Level Officers of the University and 3356-9-02/ Selection and Annual Evaluation of Administrative Officers of the University or to employees subject to the Association of Professional/Administrative Staff collective bargaining agreement.

3356-7-42 Selection of Professional/Administrative Staff
(Previous Policy Number 7021.02)

Parameters:

- ~~Professional/administrative staff (including part time and externally funded) perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.~~
- ~~This policy does not include employees covered in University Guidebook Policies 9001.01 (Selection and Evaluation of Executive Level Officers of the University) and 9002.01 (Selection and Annual Evaluation of Administrative Officers of the University).~~

(D) Procedures for the Selection of Professional/Administrative Staff.:

1. ~~(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 Equal Opportunity and Affirmative Action procedures (University ~~Guidebook Policy 3356-02-022001.02~~) ~~and procedures for the selection of Administrative Officers (University Guidebook Policy 9002.01)~~ unless a search waiver is granted.
4. Professional/administrative staff members are employed in full-time or part-time status. Part-time professional/administrative staff are employed on an FTE basis assuming a forty-hour work week. Eligibility for University benefits is determined by the individual's FTE status.
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.

[3356-7-42 Selection of Professional/Administrative Staff](#)
[\(Previous Policy Number 7021.02\)](#)

8. The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions shall be contingent upon Board of Trustees' approval; however, professional/administrative staff, except those covered under University ~~Guidebook~~ Policies ~~[3356-9-019001.01](#)~~, Selection and Evaluation of Executive Level Officers of the University, and ~~[3356-9-029002.01](#)~~, Selection and Annual Evaluation of Administrative Officers of the University, may begin employment prior to Board of Trustees' approval.
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 [University Guidebook Policy 7017.01], externally funded staff [University Guidebook Policy 7021.04], managerial staff, or appointments of less than .27 FTE). are determined by the Board of Trustees as set forth in University policy.~~

[\(E\) Search Waiver. A waiver of the search process may be requested in accordance with University Policy 3356-2-04 Search Waivers.](#)

3356-7-42 Selection of professional/administrative staff (excluding executive level and administrative officers.

(Previous policy number 7021.02)

Responsible Division/Office:	Human Resources
Responsible Officer:	General Counsel
Revision History:	March 1999; December 2009; April 2013; June 2013; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. 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. Personnel actions will become effective upon approval by the board of trustees. 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. Personnel actions will become effective upon approval by the Board of Trustees.
- (B) Purpose. These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members.
- (C) Scope. This policy applies to professional/administrative staff (including part-time and externally funded) that perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations. This policy does not include employees covered in university policies 3356-9-01, Selection and Evaluation of Executive Level Officers of the University and 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University or to employees subject to the Association of Professional/Administrative Staff collective bargaining agreement.

- (D) Procedures for the Selection of Professional/Administrative Staff.
- (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.
 - (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 (see university policy 3356-2-02) unless a search waiver is granted.
 - (4) Professional/administrative staff members are employed in full-time or part-time status. Part-time professional/administrative staff are employed on a full-time equivalent ("FTE") basis, assuming a forty-hour workweek. Eligibility for university benefits is determined by the individuals FTE status.
 - (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 personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee of the board of trustees. The personnel actions shall be contingent upon approval by the board; however, professional/administrative staff (except those covered under university policies 3356-9-01, Selection and Evaluation of Executive Level Officers of the University and 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University) may begin employment prior to approval by the board.
 - (9) Terms and conditions of employment for professional/administrative staff are determined by the Board of Trustees as set forth in university policy.
- (E) Search Waiver. A waiver of the search process may be requested in accordance with university Policy 3356-2-04 Search Waivers for hiring of faculty and professional/administrative staff.

AGENDA ITEM: C.1.g

AGENDA TOPIC: Resolution to Approve the Intercollegiate Athletics 2016-2020 Gender Equity Plan

STAFF CONTACT(S): Ron Strollo, Executive Director of Athletics

BACKGROUND: See attached narrative.

SUMMARY AND ANALYSIS: See attached narrative.

RESOLUTION:

**RESOLUTION TO APPROVE
THE INTERCOLLEGIATE ATHLETICS
2016-2020 GENDER EQUITY PLAN**

WHEREAS, Youngstown State University is committed to providing athletic opportunities that are funded to insure equal access, participation, and support for men and women alike in compliance with Title IX; and

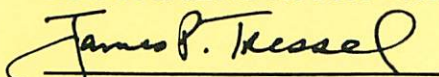
WHEREAS, in 1994 the Youngstown State University Board of Trustees approved its first five-year gender equity plan which committed \$696,000 to fund scholarships, staffing, operating budgets and physical facilities to enhance the women's intercollegiate athletic programs; and

WHEREAS, in 1999, 2004, and 2010 the Youngstown State University Board of Trustees approved three consecutive gender equity plans that committed total of \$1.2 million to fund scholarships, staffing, operating budgets and physical facilities to enhance women's intercollegiate athletic programs over the past 16 years; and

WHEREAS, the University is committed to a continuing practice of increasing opportunities for women;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept and approve the 2016-2020 Gender Equity Plan, totaling \$500,000.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees
May 5, 2015
YR 2015-**

**INTERCOLLEGIATE ATHLETICS
2016-20 GENDER EQUITY PLAN
NARRATIVE**

The senior administrative staff in the Department of Intercollegiate Athletics, the Student-Athlete Advisory Committee, and the Intercollegiate Athletics Council fully support that the financial commitment in the 2016-20 Gender Equity Plan is a necessary step to address the stagnant level of female participation and the continued disparity in operating expenses. Under federal law, Youngstown State is expected to be in compliance with all treatment issues e.g. budgets, locker rooms, practice facilities, competitive facilities, support personnel, etc., while simultaneously expanding participation opportunities for women. Hence, it is necessary for us to establish a plan to comply with treatment inequities as well as participation inequities.

The Plan includes adding a women's sport in order to increase participation opportunities for women. In addition, the Plan will continue to assist in increasing the operating budgets for the existing female varsity sport programs that will address current inequities. The Plan is fiscally responsible during these economic conditions, while continuing to provide a quality student-athlete experience.

The 2016-20 Gender Equity Plan provides for all varsity program areas to be monitored, evaluated, and addressed on a continuing basis as follows:

1. The Executive Director of Athletics meets formally on a monthly basis with each supervisor of respective sports. The reporting lines for all varsity sports sponsored are as follows:

Executive Director of Athletics supervises:

- Football, Men's Basketball
- Associate Director of Athletics/Senior Woman Administrator who supervises women's basketball, softball, volleyball men's and women's track and field/cross country.

SWA also supervises:

- i. Assistant Director of Athletics who supervises men's and women's golf and soccer;
- ii. Assistant Director of Athletics who supervises men's and women's tennis, bowling and swimming and diving.
- iii. Assistant Director of Athletics who supervises baseball

2. The athletic administrators that oversee sport programs meet on a periodic basis through the year to review the entire department's goals, including those related to equity issues. The administrative team includes:

- The Executive Director of Athletics
- Associate Director of Athletics (SWA)
- Three Assistant Directors

3. The Executive Director of Athletics and supervisor of each sport meet formally with each head coach at the conclusion of his/her sport season. This meeting includes a review of the Coach's Input Form, which has all 17 gender issues included. Also, the annual evaluation of each head coach of a female sport has a gender equity component that emphasizes squad size and scholarship goals.

**INTERCOLLEGIATE ATHLETICS
2016-20 GENDER EQUITY PLAN
NARRATIVE**

4. All supervisors and head coaches have informal discussions throughout the year to address any and all concerns related to their program.
5. The Student-Athlete Advisory Committee, which is composed of two representatives from each sport, meets on a monthly basis throughout the year and allows for any comments and/or concerns to be brought forth to the athletic administration.
6. At the conclusion of each sport season, each student-athlete is provided a Student-Athlete Input Form that includes an anonymous comment section to be completed if there are any concerns he/she feels the athletic administration should be aware of regarding their program.
7. All student-athletes have the opportunity to complete an Exit Interview, which includes questions related to gender issues. The results of these interviews are compiled once every three to four years. The results are provided to the President, Executive Director of Athletics, FAR, Intercollegiate Athletics Council and all athletic department staff.
8. YSU's Sexual Harassment Policy is distributed annually to athletic staff via the Operation's Manual, and to student-athletes via the Student-Athlete Handbook.
9. Any hiring of a sport coach or administrator that has a minimum .50 full-time equivalency or higher must be approved by the Office of Equal Opportunity and Policy Compliance.
10. The Intercollegiate Athletics Council is an institutional committee appointed by the President that makes recommendations regarding existing and proposed policies in athletics. The Faculty Athletics Representative meets with three head coaches annually, randomly selected by the IAC, and survey each with the Gender Equity Assessment tool to evaluate the applications of our gender equity plan. The FAR will make an annual report of his/her findings to the IAC.
11. The IAC provided input, as well as reviewed both the draft and final 2016-20 Gender Equity Plan. In addition, the FAR and Executive Director of Athletics will make annual presentations to the IAC regarding progress of the gender equity plan. The IAC is the final authority on evaluating the implementation of the gender equity plan. The IAC will monitor the impact the gender equity plan has on the Equity in Athletics Disclosure Act.