

**UNIVERSITY GUIDEBOOK****Title of Policy: Degrees**

Responsible Division/Office: Office of the Provost

Approving Officer: Provost and Vice President for Academic Affairs

*Revision History:* October 1997; November 2009

Resolution Number(s): YR 1998-22; YR 2010-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE: December 16, 2009

Next review: November 2012

**Policy:** The Board of Trustees awards degrees to students who are recommended by the respective dean as having fulfilled the requirements established by the faculty.

**Parameters:**

- Official diplomas are signed by the Chairperson and Secretary of the Board of Trustees and by the President and Provost/Vice President for Academic Affairs of the University.
- The Seal of the University is affixed to all diplomas.
- The Office of Records is responsible for the development of the listing of graduates appearing in the Commencement Program and for ordering the diplomas awarded.

**Procedures:**

1. Students shall complete all appropriate materials in the semester in which they plan to graduate.

2. The Office of University Scholars and Honors forwards to the Office of Records the names of the candidates for Scholars and Honors diplomas.
3. Degree completion requirements are verified by the appropriate department chairpersons and deans, and the information is then forwarded to the Office of Records.
4. Only diplomas of candidates who have met all of the academic requirements and financial obligations are forwarded to the appropriate dean for presentation to the graduates.

REDLINE VERSION**UNIVERSITY GUIDEBOOK****Subject:** Title of Policy: **Degrees and Certificates**Responsible Division/Office: Office of the ProvostApproving Officer: Provost and Vice President for Academic AffairsRevision History: October 1997; November 2009Resolution Number(s): YR 1998-22; YR 2010-Board Committee: Academic and Student AffairsEFFECTIVE DATE: December 16, 2009Next Review: November 2012Developed by: William H. CountrymanTitle: University RegistrarDate: October, 1997Authorized by: James J. SeanlonTitle: ProvostDate: March 13, 1998EFFECTIVE: March 13, 1998

**Policy:** The Board of Trustees awards ~~certificates and~~ degrees to students who are recommended by the respective dean as having fulfilled the requirements established by the faculty.

RESOLUTION NUMBER: YR 1998 - 22

**Parameters:**

- ~~Official diplomas are signed by the Chairperson and Secretary of the Board of Trustees and by the President and Provost/Vice President for Academic Affairs of the University.~~ Official diplomas are signed by the Chairperson and Secretary of the Board of Trustees and by the President and Provost/Vice President for Academic Affairs of the University.
- The Seal of the University is affixed to all diplomas.
- The Office of Records is responsible for the development of the listing of graduates appearing in the Commencement Program and for ordering the diplomas awarded.

**Procedures:**

1. Students shall complete all appropriate materials in the ~~quarter~~ semester in which they plan to graduate.

2. The Office of University Scholars and Honors forwards to the Office of Records the names of the candidates for Scholars and Honors diplomas.
3. Degree completion requirements are verified by the appropriate department chairpersons and deans, and the information is then forwarded to the Office of Records.
4. Only diplomas ~~and certificates~~ of candidates who have met all of the academic requirements and financial obligations are forwarded to the appropriate dean for presentation to the graduates.

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Research, Grants, and Sponsored Programs</b>
Responsible Office:	School of Graduate Studies and Research
Approving Officer:	Provost and Vice President for Academic Affairs
<i>Revision History:</i>	July 1999; November 2009
Resolution Number(s):	YR 2000-3; YR 2010 –
Board Committee:	Academic and Student Affairs
<b>EFFECTIVE DATE:</b>	
Next review:	November 2012

**Policy:** Believing that the quality of education and public service is grounded in scholarship, the University seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.

**Definitions:**

- “Sponsored Programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the University, and which require program technical, administrative, and fiscal accountability.
- “Grants, Contracts, and Cooperative Agreements” are legal instruments governing the administration of sponsored programs.
- “Research” is legally defined as “a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge” [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.

**Parameters:**

- The University, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken *with institutional approval* by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).
- University employees or students may not undertake sponsored programs involving University resources unless institutionally authorized to do so.
- The President and the Associate Provost/Dean of Graduate Studies and Research are specifically designated to serve as "Authorized Institutional Officials" with the right to approve sponsored program proposals and agreements.
- The Associate Provost/Dean of Graduate Studies and Research is the University official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- The University Research Council is charged with assisting the Associate Provost/Dean of Graduate Studies and Research in stimulating sponsored program activity. The Executive Director of the Public Service Institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the Institute staff.
- All documents, reports, and/or other publications created under University auspices, notwithstanding the source of support, must appropriately acknowledge the University.

**Procedures:**

1. All sponsored programs are initiated by submission of a written proposal, including a properly completed YSU Proposal Submission Form ("Blue Sheet"), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
  - Faculty proposals are forwarded by the Principal Investigator/Project Director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project; following their review and approval the proposal is submitted to the Director of Grants and Sponsored Programs for review and submission clearance prior to approval by an Authorized Institutional Official (usually the Associate Provost/Dean of Graduate Studies and Research).

- Public Service Institute staff members' proposals are delivered to the appropriate supervisor and then forwarded to the Executive Director of the Public Service Institute for review and approval prior to submission to the Director of Grants and Sponsored Programs and final approval by an Authorized Institutional Official.
  - Proposals from other areas of the University must be forwarded to the appropriate supervisor and the Provost/Vice President for Academic Affairs or other appropriate Vice President prior to transmittal to the Director of Grants and Sponsored Programs and approval by an Authorized Institutional Official.
2. All sponsored program applications and award agreements must be reviewed by the Director of Grants and Sponsored Programs and approved by an Authorized Institutional Official (usually the Associate Provost/Dean of Graduate Studies and Research) before individuals can accept an award or begin any work.
  3. Information on grants and sponsored programs is available in the *Guide to Sponsored Programs Development*, which is available through the Office of Grants and Sponsored Programs.
  4. Other information on faculty research and related considerations is available in the *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*.

REDLINE VERSION**UNIVERSITY GUIDEBOOK****Subject Title of Policy:** Research, Grants, and Sponsored ProgramsResponsible Office: School of Graduate Studies and ResearchApproving Officer: Provost and Vice President for Academic Affairs*Revision History:* July 1999; November 2009Resolution Number(s): YR 2000 – 3; YR 2010 –Board Committee: Academic and Student Affairs**EFFECTIVE DATE:**Next review: November 2012Developed by: Peter J. KasvinskyAuthorized by: James J. ScanlonTitle: DeanTitle: ProvostSchool of Graduate Studies**EFFECTIVE:** September 10, 1999Date: July, 1999

**Policy:** Believing that the quality of education and public service is grounded in scholarship, the University seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.

RESOLUTION NUMBER: YR 2000-3**Definitions:**

- “Sponsored Programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the University, and which require program technical, administrative, and fiscal accountability.
- “Grants, Contracts, and Cooperative Agreements” are legal instruments governing the administration of sponsored programs.
- “Research” is legally defined as “a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge” [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.



**Parameters:**

- The University, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken *with institutional approval* by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).
- University employees or students may not undertake sponsored programs involving University resources unless institutionally authorized to do so.
- The President and the Associate Provost/Dean, School of Graduate Studies and Research, are specifically designated to serve as "Authorized Institutional Officials" with the right to approve sponsored program proposals and agreements.
- The Associate Provost/Dean of Graduate Studies and Research is the University official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- The University Research Council is charged with assisting the Associate Provost/Dean of Graduate Studies and Research in stimulating sponsored program activity. The Executive Director of the Public Service Institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the Institute staff.
- All documents, reports, and/or other publications created under University auspices, notwithstanding the source of support, must appropriately acknowledge the University.

**Procedures:**

1. All sponsored programs are initiated by submission of a written proposal, including a properly completed YSU Proposal Submission Form ("Blue Sheet"), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
  - Faculty proposals are forwarded by the Principal Investigator/Project Director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project; following their review and approval the proposal is submitted to the Director of Grants and Sponsored Programs for review and submission clearance prior to approval by an Authorized Institutional Official (usually the Associate Provost/Dean of Graduate Studies and Research).

- Public Service Institute staff members' proposals are delivered to the appropriate supervisor and then forwarded to the Executive Director of the Public Service Institute for review and approval prior to submission to the Director of Grants and Sponsored Programs and final approval by an Authorized Institutional Official.
  - Proposals from other areas of the University must be forwarded to the appropriate supervisor and the Provost/Vice President for Academic Affairs—or other appropriate Vice President prior to transmittal to the Director of Grants and Sponsored Programs and approval by an Authorized Institutional Official.
2. All sponsored program applications and award agreements must be reviewed by the Director of Grants and Sponsored Programs and approved by an Authorized Institutional Official (usually the Associate Provost/Dean of Graduate Studies and Research) ~~prior to~~ ~~before~~ individuals can accepting an award or beginning any work.
  3. Information on grants and sponsored programs is available in the *Guide to Sponsored Programs Development*, which is available through the Office of Grants and Sponsored Programs.
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**UNIVERSITY GUIDEBOOK**

**Title of Policy: Faculty Rank and Tenure for Designated Administrators**

Responsible Division/Office: Office of the Provost  
Approving Officer: President  
*Revision History:* 1999; Mar 2003; Nov 2009  
Resolution Number(s): YR 1999-90; YR 2003-44; YR 2010-  
Board Committee: Academic & Student Affairs  
EFFECTIVE DATE:  
Next review: November 2012

**Policy:** Appropriate to their academic credentials, experience and position, persons hired to serve as president, provost, vice president, dean, department chair, or other administrative positions may be appointed with earned faculty rank and tenure upon the recommendation of the President to the Board of Trustees for their approval.

**Procedures:**

1. If appointment is to be with faculty rank and tenure, the academic credentials of the candidate will be presented to the appropriate department and dean for review. Granting of faculty rank and tenure to designated administrators will normally require that the individual will have earned rank and tenure at a previous institution.
2. The department will prepare a written recommendation regarding the viability of candidate's receipt of faculty rank and tenure. This recommendation will be forwarded to the dean of the college (unless it is for a candidate for the position of dean, in which case the recommendation will be forwarded to the Provost), who will forward the department's and his/her recommendation to the Provost.
3. The Provost will make recommendations to the President on the granting of faculty rank and tenure to candidates for dean, department chair, and other administrative positions. After Steps (1) and (2) are followed, the President will make a recommendation to the Board of Trustees regarding faculty rank and tenure of the candidate for Provost.

4. The President will make recommendations to the Board of Trustees on the granting of rank and tenure for designated administrators to the Board of Trustees (excepting him or herself). The Board of Trustees will exercise final decision-making authority on all of the above recommendations and, as appropriate, on the granting of rank and tenure to the President.
5. The designated administrator will be assigned a faculty base salary after the conferral of tenure. The faculty base salary will be determined based on the following procedure:
  - Faculty salaries at the appointed faculty rank in the appropriate department/college will serve as a guideline.
  - The Provost negotiates the faculty base salary with the hiring authority.
  - The agreed-upon faculty base salary is recorded in the Office of Human Resources and serves as the basis for calculating a faculty salary should the administrator return to faculty status.
  - Each year the faculty base salary is updated based on negotiated annual increases in the Agreement between YSU and the YSU-OEA.
6. Administrators with faculty rank and tenure earned at YSU may return to their faculty position with tenure and at the rank held prior to administrative appointment. The faculty base salary prior to administrative appointment will be adjusted based on negotiated annual increases in the Agreement between YSU and the YSU-OEA.
7. Tenure provisions defined in the YSU/YSU-OEA Agreement current at the time of return or transfer to a full-time faculty position apply. Rank and tenure are not guaranteed for any administrator who has been removed from her or his administrative position for cause.

REDLINE VERSION

## UNIVERSITY GUIDEBOOK

**Subject: Title of Policy: Faculty Rank and Tenure for Designated Administrators**

Responsible Division/Office: Office of the Provost

Approving Officer: President

Revision History: 1999; Mar 2003; Nov 2009

Resolution Number(s): YR 1999-90; YR 2003-44; YR 2010-

Board Committee: Academic &amp; Student Affairs Affairs

EFFECTIVE DATE:

Next review: November 2012

Developed by: Tony Atwater	Authorized by: David C. Sweet
Provost and Vice President for Academic Affairs	Title: President
Approved: March 21, 2003	EFFECTIVE: March 21, 2003

**Policy:** Appropriate to their academic credentials, experience and position, persons hired to serve as president, provost, vice president, dean, department chair, or other academic administrative positions may be appointed with earned faculty rank and tenure upon the recommendation of the President to the Board of Trustees for their approval.

RESOLUTION NUMBER: YR 1999-90; YR 2003-44

**Procedures:**

1. If appointment is to be with faculty rank and tenure, the academic credentials of the candidate will be presented to the appropriate department and dean for review. Granting of faculty rank and tenure to designated administrators will normally require that the individual will have earned rank and tenure at a previous institution.
2. The department will prepare a written recommendation regarding the viability of candidate's receipt of faculty rank and tenure. This recommendation will be forwarded to the dean of the college (unless it is for a candidate for the position of dean, in which case the recommendation will be forwarded to the Provost), who will forward the department's and his/her recommendation to the Provost.

3. The Provost will make recommendations to the President on the granting of faculty rank and tenure to candidates for dean, department chair, and other administrative positions. After Steps (1) and (2) are followed, the President will make a recommendation to the Board of Trustees regarding faculty rank and tenure of the candidate for Provost.
4. The President will make recommendations to the Board of Trustees on the granting of rank and tenure for designated administrators to the Board of Trustees (excepting him or herself). The Board of Trustees will exercise final decision-making authority on all of the above recommendations and, as appropriate, on the granting of rank and tenure to the President.
5. The designated administrator will be assigned a faculty base salary after the conferral of tenure. The faculty base salary will be determined based on the following procedure:
  - Faculty salaries at the appointed faculty rank in the appropriate department/college will serve as a guideline.
  - The Provost negotiates the faculty base salary with the hiring authority.
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