



## Ohio Administrative Code

### Rule 3356-1-09 Development and issuance of university policies.

Effective: January 23, 2012

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(A) Policy statement. All university policies and rules fall within a greater hierarchy of laws, statutes and regulations. The Youngstown state university board of trustees has been authorized by the Ohio legislature to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university (section 3356.03 of the Revised Code). As may be appropriate, the board of trustees exercises its governance authority through the issuance of university policies. All university policies shall be developed, approved, and published in accordance with the standards and format set forth in this policy and as required by the Ohio legislative service commission ("LSC").

(B) Purpose. To provide a procedure for the development and enactment of university policies in order to maintain accountability and consistency.

(C) This policy applies to all university divisions, colleges, departments, sections, units, or any other categories within the university and to all individuals within these categories seeking to develop, enact, revise, or review university policies.

(D) Definitions.

(1) "University policy" - a written directive or governing principle that is formally approved by the board of trustees, which has broad application throughout the university. Policies connect the university's goals and mission to individual conduct, fiscal responsibility, and institutional expectations, and support compliance with laws and regulations.

(2) "Policy statement" - a concise statement of principles, values, and/or intent that provide context for the policy.

(3) "Purpose" - a brief explanation of why the policy is needed.



- (4) "Procedure" - the operational processes required to implement a policy including any required training. A procedure may be included in the policy or an administrative unit or officer may be charged with developing procedures to implement the policy.
- (5) "Guidelines" - statements which are necessary to clarify and explain the policy (also known as parameters).
- (6) "Scope" - defines what entities or individuals are covered by a policy.
- (7) "Responsible division or office" - the university unit charged with the development and administration of a policy and its procedures.
- (8) "Responsible officer" - the highest ranking university officer charged with administrative responsibility for a policy that falls within his/her administrative unit, typically a divisional vice president or chief officer.
- (9) "Board committee" - the committee of the board of trustees with purview over those matters of university operations which are the subject matter of the policy.

(E) Procedure.

- (1) A new university policy or a proposed revision or rescission of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director, senates, councils, and committees (hereinafter, the "policy initiator").
- (2) The formal submission of a policy to the board of trustees shall originate from the president, a divisional vice president or senior executive, or the board of trustees. However, an appropriate designee may be named to manage the policy through the development, submission, and issuance process.
- (3) Each divisional vice president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed on a five-year cycle. A policy may be reviewed or rescinded or a new policy proposed at any time in response to university needs or statutory



requirements.

(4) Proposed revisions to existing policies shall be clearly identified and contrasted with existing language.

(5) A draft copy of the policy shall first be forwarded to the president, general counsel, the divisional vice presidents, and the responsible officer for timely review and feedback. These individuals may also forward the draft to their administrative units for timely review and comment. Comments are to be returned to the policy initiator.

(6) The president may utilize any appropriate council, committee, or forum to obtain campus-wide perspective or input.

(7) During the review process, the policy initiator may incorporate relevant modifications which are consistent with existing policies and applicable regulations. If the policy is further modified, a draft will again be circulated to the president, general counsel, and divisional vice presidents for final review.

(8) Prior to submission to the board of trustees, the policy shall be presented to the appropriate board committee for review and comment.

(9) At the conclusion of the review process and prior to submission to the board of trustees for approval, the policy initiator shall incorporate those proposed revisions which are relevant, reasonable, and consistent with existing policies and applicable regulations.

(10) The responsible officer or his/her designee shall submit the final draft to the board of trustees for approval.

(11) The office of equal opportunity and policy compliance or the office with current responsibility for university policies shall monitor and assist the appropriate responsible officer or designee and/or the policy initiator through the development, submission, and issuance process.

(12) Following approval by the board of trustees, the policy will be filed with the legislative service



commission and posted on the university webpage designated for university policies and rules (see paragraph (H) of this policy).

(F) Policy format.

(1) Policies shall be written, numbered, and submitted for LSC filing in accordance with LSC requirements.

(2) All policies shall be submitted for internal review and posting in LSC format and with a header containing the following information:

(a) Responsible division/office;

(b) Responsible officer;

(c) Revision history;

(d) Board committee;

(e) Effective date; and

(f) Next review.

(3) The body of the policy shall conform to the following order and requirements:

(a) Policy statement (required section);

(b) Purpose (required section);

(c) Scope (required section);

(d) Procedure (required; however, when an administrative unit/officer is charged with the development of procedures, then this assignment shall be noted);



(e) Sections or information necessary to ensure comprehension of and compliance with the policy, such as definitions, guidelines, sanctions, reference to applicable regulations and/or university policies.

(G) Policy numbering system.

(1) All Youngstown state university policies are numbered and begin with 3356, which denotes the Revised Code chapter by which the Ohio legislature created the university and the LSC agency number assigned to the university for filing purposes. The agency number (3356) is followed by two numbers, which designate, respectively, the area of administrative responsibility within the university (also known as the LSC chapter number) and the specific policy number. A policy which serves to supplement an original policy shall be assigned the number of the original policy followed by a period (.) and an additional digit (e.g., a supplemental policy to policy 01 would be numbered 01.1).

(2) For purposes of this policy, the areas of administrative responsibility are assigned the following numbers:

(a) Governance (includes bylaws of the board of trustees and process-oriented elements of governing, such as drafting and numbering of university policies) - 01.

(b) Equal opportunity and diversity - 02.

(c) Budget and finance - 03.

(d) Facilities - 04.

(e) Advancement - 05.

(f) Intercollegiate athletic - 06.

(g) Human resources - 07.



(h) Student affairs - 08.

(i) Administration and personnel - 09.

(j) Academic affairs - 10.

(H) Posting/publication.

(1) The latest version of all university policies shall be posted on a university webpage designated for university policies and rules and shall be listed by policy number, administrative responsibility, and alphabetically by title. The office of equal opportunity and policy compliance, or the current equivalent office, shall oversee and maintain the official university policy and rule webpage.

(2) For one year from the effective date of this policy, current and revised university policies shall be cross-referenced with the previous internal policy number. New policies shall be numbered pursuant to this policy.

(I) Conflicts.

(1) In the event of a conflict between a university policy and a school or departmental administrative or operational policy or rule, the university policy shall take precedence unless the school or department can demonstrate an overriding need for its policy and the use of the conflicting policy is approved by the president. The school or department shall notify the office of equal opportunity and policy compliance of the conflict and the office of equal opportunity and policy compliance shall take necessary action to correct the conflict where possible.