



Ohio Administrative Code

Rule 3356-1-11 Divisional administrative procedures.

Effective: April 23, 2016

(A) Policy statement. The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who in turn delegates appropriate authority to various administrative officers. The president delegates to the divisions of the university responsibility and authority for academic affairs, business and financial affairs, development and community affairs, and student affairs finance and business operations, and legal affairs and human resources.

(B) Purpose. To establish a process for the divisions of the university to promulgate procedures to execute the plans and programs of the university and administer university affairs.

(C) Definition. Divisional administrative procedures ("administrative procedures") are operational guidelines established by divisions of the university to assist in the implementation of the goals and objectives of the division. Administrative may impact the entire university community.

(D) Parameters.

(1) The drafting and review of administrative procedures shall follow, to the extent possible, the format contained in rule 3356-1-09 of the Administrative Code ("Development and issuance of university policies").

(2) An administrative procedure shall identify which division authorized the procedure, the department or unit within the division that is responsible for implementation of the procedure, and its effective date.

(3) Administrative procedures may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit.



When revising existing administrative procedures, proposed modifications should be clearly identified and contrasted with existing language.

Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development of these administrative procedures.

(4) In the event of a conflict between a university policy and an administrative procedure, the university policy shall take precedence. The division shall notify the office of equal opportunity and policy development of the conflict, and the office of equal opportunity and policy development shall inform the board of trustees in order that the board of trustees may take appropriate action.

(5) Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development or revision of these administrative procedures.

(E) Procedures.

(1) A new administrative procedure shall be noted as such during the review process. Proposed revisions to an existing procedure shall be clearly identified and contrasted with existing language.

(2) A draft of the new or revised administrative procedure shall be forwarded to departments, units, councils, committees, or others affected, for timely review and feedback to the divisional vice president. When the scope of the administrative procedures extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.

(3) After the review is completed, a final draft of the administrative procedure shall be forwarded to the president and vice presidents to determine if further review is necessary.

(4) The president may facilitate discussion and obtain campus-wide perspective and input by presenting the administrative procedure to an appropriate university body.

(5) Upon completion of the review and drafting process, the appropriate vice president, or designee, shall insure that the administrative procedure is in the appropriate format and is posted on the website of the appropriate division, department, or unit.