



**RESOLUTION TO MODIFY  
AFFILIATED SCHOLARS POLICY, 3356-10-03**

**WHEREAS**, University 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 University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 23, 2025  
YR 2025-94**

### **3356-10-03    Affiliated scholars.**

Responsible Division/Office:	Office of Academic Affairs
Responsible Officer:	Provost and VP for Academic Affairs
Revision History:	March 1998; March 2007; March 2011; December 2016; September 2021; June 2025
Board Committee:	Academic Excellence and Student Success
<b>Effective Date:</b>	<b>June 24, 2025</b>
Next Review:	2030

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- (A) Policy statement. The university encourages the affiliation of non-university individuals engaged in appropriate scholarly activity. Such appointments are either externally funded or non-remunerative.
- (B) Definition. “Affiliated scholars” are individuals with a record of ongoing scholarship or research who are independent scholars, visitors, adjunct faculty or retired full-time faculty members. Affiliated scholars are expected to hold the appropriate terminal degree and to be engaged in ongoing scholarly activity or outreach efforts of the university that support the university’s mission.
- (C) Parameters.
  - (1) An affiliated scholar’s appointment is temporary and does not carry university duties.
  - (2) An affiliated scholar may have access to university facilities and services, including university email, as defined by the appropriate department chair and dean who will act as their sponsor.
  - (3) Usual and customary charges for the use of university facilities and services are the responsibility of the affiliated scholar.
  - (4) Affiliated scholars will credit the university in publications stemming from scholarly activity conducted while affiliated with the university. Copies of publications will be provided to the director of research services.

- (5) Affiliated scholars may serve as principal investigator, responsible for preparing applications for externally funded grants, sponsored agreements and contracts, when such approval is included in the letter of appointment. The affiliated scholars will follow university procedures and assign to the university indirect cost reimbursement awarded by the sponsor or sponsoring agency.
  - (6) The university administers any grant monies awarded to the affiliated scholar whose grant application names the university as the institutional affiliation.
  - (7) The eligibility for email retention for retired faculty members acting as affiliated scholars will be re-evaluated on a regular basis by their sponsor. If they continue to meet the necessary engagement criteria, their email account will be renewed. Failure to review will result in email access being disabled immediately.
- (D) Procedures.
- (1) An affiliated scholar request and/or endorsement letter from a faculty member, who takes responsibility for the affiliated scholar, shall be submitted to the department chair.
  - (2) The department chair, in cooperation with the dean of the college and the director of research services are responsible for the review and the nomination of the affiliated scholar to the provost and vice president of academic affairs.
  - (3) Offers of appointment as affiliated scholars are the responsibility of the provost and vice president for academic affairs.