



RESOLUTION TO APPROVE AWARDS POLICY, 3356-7-27

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 creation of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 24, 2025
YR 2025-75**

3356-7-27 Awards.

Responsible Division/Office: Human Resources
Responsible Officer: Provost and VP for Human Resources
Revision History: June 2025
Board Committee: University Affairs
Effective Date: June 26, 2025
Next Review: 2030

- (A) Policy statement. This policy addresses the following award programs: 1) distinguished service award; 2) excellence award for department chairpersons; 3) president's leadership merit award; and 4) part-time faculty teaching excellence award.
- B) Distinguished service award. Youngstown state university (university) recognizes and honors employees for outstanding performance of duties.
 - (1) Scope. This policy applies to full-time excluded professional/administrative employees and full-time excluded classified employees. Executive officers, administrative officers and chairpersons are not eligible for distinguished service awards.
 - (2) Parameters.
 - (a) Up to four awards may be granted annually to full-time excluded professional/administrative employees whose performance at the university has been identified as outstanding.
 - (b) Full-time excluded professional/administrative employee award recipients shall receive two thousand dollars divided as follows:
 - (i) A cash award of one thousand dollars; and
 - (ii) One thousand dollars added to the individual's base salary in the following fiscal year.
 - (c) One award may be granted annually to a full-time excluded classified employee whose performance at the university

has been identified as outstanding.

A full-time excluded classified award recipient shall receive a cash award of one thousand four hundred dollars.

(3) Procedures.

- (a) To be eligible to receive a distinguished service award, an individual must be nominated during the annual nomination process.
- (b) Staff members, faculty, students, or alumni may make nominations.
- (c) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (d) The committee will seek written input of the supervisors of all persons nominated for an award.
- (e) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (f) Announcement and presentation of the awards occurs at the annual awards dinner.
- (g) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.

(C) Excellence award for department chairpersons. The university recognizes the valuable contributions made by department chairpersons to advance the research, scholarship, and academic mission of the university. Additionally, the university recognizes and honors the outstanding performance of university department chairpersons.

- (1) Scope. Any chairperson who has completed at least one year as a department chairperson is eligible for nomination for the excellence award for department chairpersons. A chairperson may not receive an excellence award within three years of receiving the same award or a similar distinguished professor award in the same

category.

(2) Parameters.

- (a) One award may be granted annually to a department chairperson whose teaching performance at the university has been identified as outstanding.
- (b) One award may be granted annually to a department chairperson whose performance in research/scholarship at the university has been identified as outstanding.
- (c) Excellence award recipients shall receive two thousand dollars; a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.

(3) Procedures.

- (a) To be eligible, an individual must be nominated during the annual nomination process.
- (b) Staff members, faculty, or alumni may make nominations.
- (c) Each undergraduate college dean will appoint a representative to serve as a committee to review nominations and recommend award recipients. No person from a department in which a nomination has been received shall be eligible to serve on the review committee.
- (d) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (e) Announcement and presentation of the awards occurs at the annual awards dinner.
- (f) Annually a list of all recipients of the department chair excellence awards will be presented to the academic excellence and student success committee of the board of trustees.

- (D) President's leadership merit award. The university, through its president, recognizes executive and administrative officers that have made distinctive contributions to the university's mission and ideals beyond the regular performance of duties and responsibilities.
- (1) Scope. This policy applies to executive and administrative level officers of the university as defined in rule 3356-7-56 of the Administrative Code (university policy 3356-7-56, "Selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff.")
 - (2) Parameters.
 - (a) In order to be eligible, an executive or administrative officer must be a current full-time employee who has worked at the university for at least two consecutive years, not including temporary employment.
 - (b) Prior winners may not be considered for the award more than every five years.
 - (c) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
 - (i) Service;
 - (ii) Innovation;
 - (iii) Teamwork/collaboration;
 - (iv) Leadership; and
 - (v) Student success.
 - (d) President leadership merit awards for outstanding service and commitment to the university are typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustees meeting.
 - (e) The president leadership merit award allows the president to utilize an annual stipend of up to three thousand dollars to recognize executive and administrative officers.

- (3) Procedure.
 - (a) The president shall receive nomination(s) of executive or administrative level officer(s) for this award from the divisional vice presidents. After review of the nominations, the president may then select which nominee(s) will receive the award.
 - (b) Prior to making the award, the president will provide the names of the recipient(s) to the board of trustees.
- (E) Part-time faculty teaching excellence award. The university recognizes the valuable contributions made by part-time faculty to advance the teaching mission of the university. Additionally, the university recognizes and honors the work and commitment of dedicated and outstanding part-time faculty.
 - (1) Scope. Eligibility for the part-time faculty excellence award is limited to part-time faculty who have been teaching continuously over the previous five years with a minimum load of one three-hour course per year. For purposes of this policy, the most recent five continuous years of part-time teaching will be used to determine eligibility.

Full-time university personnel who are eligible for other university service awards and teach as part-time faculty are not eligible for the part-time faculty excellence award.
 - (2) Parameters.
 - (a) Up to eight awards may be granted annually to part-time faculty whose teaching performance at the university has been identified as outstanding.
 - (b) Part-time faculty teaching excellence award recipients shall receive two thousand dollars.
 - (3) Procedures.
 - (a) To be eligible, an individual must be nominated during the annual nomination process.
 - (b) Staff members, faculty, or alumni may make nominations.

- (c) Each undergraduate college dean will appoint a part-time faculty representative to serve as a committee member to review nominations and recommend award recipients. The provost or the provost's designee will serve as the chair of the review committee.
- (d) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (e) Announcement and presentation of the awards occurs at the annual awards dinner.
- (f) Annually a list of all recipients of the part-time teaching excellence award will be presented to the academic excellence and student success committee of the board of trustees.