



**RESOLUTION TO RESCIND
DEVELOPMENT AND AUTHORIZATION OF ADMINISTRATIVE POLICIES
POLICY, 3356-1-11**

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 rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting
September 17, 2025
YR 2026-15**

TO BE RESCINDED

3356-1-11 Development and authorization of administrative policies.

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	March 2000; March 2010; March 2016; September 2021; December 2022; September 2025
Board Committee:	University Affairs
Effective Date:	September 17, 2025
Next Review:	N/A

- (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 to establish administrative policies to execute the plans and programs of the university and administer university affairs. The president delegates to the divisions of the university responsibility and authority for developing administrative policies.
- (B) Purpose. To provide guidance for the establishment of administrative policies and to establish a process for the divisions of the university to promulgate policies to execute the plans and programs of the university and administer university affairs.
- (C) Definition. Divisional administrative policies (administrative policies) are operational guidelines established by divisions of the university to assist in the implementation of university policies and the goals and objectives of the division. Administrative policies may impact the entire university community.
- (D) Parameters.
 - (1) The drafting and review of administrative policies shall follow, to the extent possible, the format contained in rule 3356-1-09 of the

Administrative Code (university policy 3356-1-09, “Development and issuance of university policies”).

- (2) An administrative policy shall describe the scope and directive of the policy and reference any applicable board policy.
- (3) An administrative policy shall identify which division authorized the policy, the department or unit within the division that is responsible for implementation of the policy, and its effective date.
- (4) Administrative policies 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 policy through the appropriate department or unit. Accuracy of the administrative policies is the responsibility of the individual accountable for the department or unit involved with development of these administrative policies.
- (5) In the event of a conflict between a university policy and an administrative policy, the university policy shall take precedence. The division shall notify the office of equal opportunity, policy development and title IX of the conflict, and the office of equal opportunity, policy development and title IX shall inform the board of trustees in order that the board of trustees may take appropriate action.

(E) Procedures.

- (1) A new administrative policy shall be noted as such during the review process. Proposed revisions to an existing policy shall be clearly identified and contrasted with existing language.
- (2) A draft of the new or revised administrative policy shall be forwarded to the appropriate divisional administrator, for timely review and feedback to the divisional vice president. When the scope of the administrative policies 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 policy 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 policy 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 policy is in the appropriate format and is posted on the website of the appropriate division, department, or unit.