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**MEMORANDUM OF UNDERSTANDING**  
TERM OF AGREEMENT – AUGUST 19, 2020 – MAY 15, 2021

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This Memorandum of Understanding is in response to the COVID-19 virus emergency declaration and is non-precedent setting. The parties understand that continued uncertainty requires certain kinds of flexibility in planning for 2020-2021 Academic Year. Any conflict between this MOU and the CBA in effect during the 2020-2021 Academic Year will be resolved in favor of this MOU.

1. Office Hours:

The parties agree that faculty may conduct in-person office hours and shall have the option to hold all office hours in an online format, so long as they make a good-faith effort to accommodate their students' requests for meetings.

2. Faculty who choose to hold all of their office hours in an online format shall:

- a. Check their YSU email no less than once per business day.
- b. Communicate in a manner that complies with FERPA. To communicate with students, faculty shall use YSU email and address students at YSU email addresses.
- c. Respond to students' emails within two (2) business days when classes are in session, as is possible.

3. Student Communication. Faculty shall:

- a. Communicate to students how they will post grades, exams, assignments, and feedback on assignments.
- b. Use Blackboard or another reliable learning management system (LMS) to make grades available to their students and to develop courses, when the course is WB or Online-Live.

4. Tenure Deferral:

- a. Faculty who held probationary tenure-track appointments during the Spring 2020 COVID State of Emergency, and whose research plans were impacted by the emergency during the Spring 2020 and/or Fall 2020 semesters may apply, in a manner agreed to by the Provost and the President of the Association, for a one-year extension of their probationary status.
- b. Applications for those who wish to defer tenure under this section shall be due to the Provost on or before the close of business (5 PM) on January 15, 2021.
- c. The current MOU excludes faculty members in their sixth year or who took advantage of the terms of MOU 2020.02, Paragraph 8 and thereby requested a one-year extension of their probationary status.

5. Tenure and/or Promotion Fall 2020

- a. All application materials shall be digitized and electronically submitted.
- b. All application deadlines remain the same, except portfolio of support materials for Tenure or Tenure with Promotion, as specified in Article 10.3, shall be due September

10, 2020 at 5:00pm to the Office of Human Resources (the Office of Human Resources is currently working to establish a secure location to which Tenure and Tenure with Promotion documents shall be uploaded. Information on the location will be provided as soon as possible).

- c. Faculty members may request assistance from their departments to digitize their documents.
- d. Personnel files will not be digitized and will need to be reviewed in the Office of Human Resources.
- e. For 2020-2021 AY only, the College Promotion Committees (CPC) shall consist of members from departments that constituted their College in AY 2019-2020 and both the CPC and the dean shall use the promotion criteria established during AY 2019-2020.

6. Chairperson Evaluation of Faculty

- a. MOU 2020.02, Paragraph 3 shall be amended as follows: Faculty members who were scheduled to be evaluated in Spring 2020 and chose to defer until Fall 2020 will now be evaluated during the Spring 2021 timeframe as outlined in the current CBA. This will not change the calendar for any subsequent years.

7. Governance Documents

- a. This Section replaces MOU 2020.02, Paragraph 2.
- b. For the 2020-2021 year, faculty members will be governed by their 2019-2020 Department Governance Documents. In instances where faculty are in new departments, or in newly created departments, their previous department's Governance Document will prevail. In particular, faculty shall be held to the promotion and tenure guidelines in the 2019-2020 governance document which had applied to them.
- c. Where provisions of differing Governance Documents within a department conflict in matters of committee assignments, standing committee charges, and other such provisions of departmental governance, the conflict will be resolved at the department level by mutual agreement of the Department Chair and the departmental faculty.


MOU 2020. 07 Entered into this 21<sup>st</sup> day of August 2020.

FOR THE ASSOCIATION

**Steven Reale**

Digitally signed by Steven Reale  
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Steven Reale, President  
YSU Chapter of OEA

 8-20-20

Susan W. Clutter, Chief Negotiator  
YSU Chapter of OEA

FOR THE ADMINISTRATION



8-20-2020

Brian N. Smith, Provost  
Youngstown State University

 8/21/2020

APPROVED AS TO FORM:

Kevin M. Kralj, Director Labor & Employee Relations  
Youngstown State University

cc: Cynthia Kravitz, Assistant Vice President and Chief Human Resources Officer