
MEMORANDUM OF UNDERSTANDING

TERM OF AGREEMENT – MARCH 16, 2020 – MAY 11, 2020

This Memorandum of Understanding is in response to the COVID-19 virus emergency declaration and is non-precedent setting. The parties understand that moving from in-person to online courses mid-semester presents unique challenges to both administration and faculty.

1. Faculty members and Administration will abide by intellectual property rights set forth in the BOT Policy (3356-10-18) and the current CBA (Article 27.2a and 27.2b) during the term of this MOU for all courses that have moved online.
2. The governance document review deadline shall be moved to September 1, 2020.
3. The deadline for the 2019-2020 annual review of faculty (chairs' evaluation of faculty) will be postponed until Fall 2020. Faculty members who wish to complete their 2019-2020 review in preparation for next year's tenure and promotion process may opt to be evaluated in Spring 2020. They would submit their materials by April 15, 2020 and include Spring 2020 term. The Department Chair shall forward the evaluations to the Dean by May 15, 2020 and the Dean shall forward the evaluations to Human Resources by August 2, 2020.
4. The following teaching responsibilities will be waived for the duration of this MOU:
 - a. student evaluations
 - b. in-person office hours
5. Online development of courses will count as teaching, service, and scholarship for all participating faculty members for the Spring 2020 semester.
6. Faculty on research professorships or faculty improvement leaves during Spring 2020, or sabbaticals during the 2019-2020 academic year shall be allowed to revise their proposals and granted an additional semester to complete the projects without additional release time. Reports will be due in spring semester 2021.
7. While faculty are still encouraged to continue their scholarship, clearly some activities have had to be amended or cancelled. Scholarship and creative activity requirements for the Spring 2020 term will be adjusted because so many conferences and publications have been suspended.
8. Probationary faculty currently in their fifth probationary year shall have the option of a one-year extension of probationary status. Faculty requiring such an extension shall notify their department Chair in writing by June 30, 2020.
9. Service obligations will be amended during this MOU, but some service activities are essential to shared governance and to effective University operation. Some Academic Senate, program and course administration, and ad hoc committees will continue using virtual meetings. Chairs may conduct department meetings deemed to be necessary, but these meetings must be conducted remotely.
10. Faculty are held harmless for changes to the original syllabi and course calendars. Revised syllabi and course calendars are required to be delivered electronically to chairpersons and posted on an LMS for students by March 30, 2020. Faculty will be held responsible for the revised syllabi and course calendars.

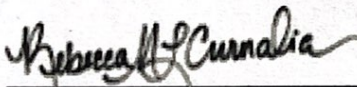
11. Because of the national emergency, use of labs and YSU equipment has been curtailed, but the Administration will work with fellow universities and accrediting agencies to assist faculty members in determining a solution to enable access or to find reasonable alternatives that are essential to the timely completion of students' degrees. Administration will share this information with affected faculty and students as soon as they can reasonably so do.

12. We agree to the following faculty activities:

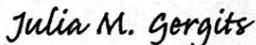
- a. faculty will check their YSU email no less than once per business day.
- b. all communication must comply with FERPA. To communicate with students, faculty will use YSU email and address students at YSU email addresses.
- c. faculty will respond to students' emails within 48 hours when classes are in session as is possible.
- d. faculty will communicate their plans for online office hours to their students within one week of the start of online instruction (March 30, 2020).
- e. faculty will communicate to students how they will post grades, exams, assignments, and feedback on assignments.
- f. faculty will use Blackboard or another reliable learning management system (LMS) to develop the asynchronous course or courses and to make grades available to their students.

MOU 2020.02, Entered into this 25 day of March 2020.

FOR THE ASSOCIATION



Rebecca Curnalia, Acting President
YSU Chapter of OEA

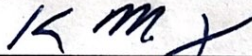


Julia M. Gergits, Chief Negotiator
YSU Chapter of OEA

FOR THE ADMINISTRATION



Brien N. Smith, Provost
Youngstown State University



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