

# University Staff Advisory Committee

## Application for Membership

### Eligibility

To be eligible for membership in the University Staff Advisory Committee (USAC), you must currently hold a contingent or regular appointment at The Ohio State University of 75% full-time equivalent (FTE) or more. In addition, you must have been employed at Ohio State for at least two continuous years as of July 1 of your application year. USAC may appoint one staff member from a regional campus that is paid through a cost shared appointment. If appointed, the cost shared staff member must be a 75% FTE during their time as an active USAC member.

Type of appointment (check one):       Classified Civil Service       Unclassified A&P       Senior A&P

---

Name Years of university service

---

Title

---

College or unit

---

Campus address

---

Email address

Campus office phone

---

Supervisor's name and title

---

Supervisor's campus address

### Essay

In a cover letter of no more than 2 pages in length, please answer the following:

1. Why are you interested in serving on USAC?
2. How do you see your involvement positively contributing to the staff experience?
3. What current issues could USAC work on to aid staff?
4. In your opinion, which of USAC's accomplishments has had the most impact for staff at the university?

### Application checklist

- Completed USAC application (this form)
- Essay
- Signed Supervisor and Application Participation Agreement (page two of this document)
- Resume (or employment experience)

The application deadline is Wednesday, February 28, 2018 . Please return your application materials electronically to [usac@osu.edu](mailto:usac@osu.edu) and [thomas.gessells@osumc.edu](mailto:thomas.gessells@osumc.edu), or by campus mail to: USAC c/o Tom Gessells--- 700 Ackerman Rd., Suite 440, Columbus, OH 43202

# Supervisor and Application Participation Agreement

Founded in 1986, the University Staff Advisory Committee (USAC) is composed of no more than 30 staff members including Unclassified Administrative and Professional, Classified Civil Service and Senior Administrative and Professional staff. An advisory body to the university leadership, USAC's mission is to provide a forum through which university staff can raise, discuss and make recommendations on nonacademic issues.

An appointment to USAC includes a three---year term. It is imperative that both the applicant and their supervisor understand the time commitment required.

Requirement	Frequency	Time
USAC Business Meetings	Every 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of the month	8:30 a.m. – 10:30 a.m.
USAC Subcommittee Meetings	Weekly to monthly depending on the subcommittee and work flow	1---1½ hours
USAC Special Events	Hidden Benefits Fair, Rally for Wellness, Recognition Breakfast, Town Hall Forums	2--- 4 hours/event
USAC Special Opportunities	Brown bag lunch with University leaders, feedback opportunities for new programs and initiatives	1---2 hours/event
USAC Retreats	Semi---annual	8:00 a.m. to 5:00 p.m.

In addition, there are opportunities to participate on special task forces as well as university/senate committees. These opportunities are optional and are in addition to the USAC requirements listed above. A full position description of USAC membership is available at [usac.osu.edu/](http://usac.osu.edu/)

There are many benefits of participation in USAC including:

- Directly impacting and having input into university policy development
- Learning more about university governance and operations
- Interacting with staff, faculty, administrators and students throughout campus
- Networking with a number of university, city, and statewide officials
- Working with colleagues who are dedicated to enhancing the staff experience at Ohio State as the university reaches to recruit and retain the best staff available to support the policies and programs of the university

We acknowledge that, though it is an honor to serve the University in this capacity, it also requires the commitment of the applicant in conjunction with supervisory support. Please review the details provided with your supervisor and discuss a plan to balance this volunteer position with your current work requirements. Please contact USAC chair--elect Tom Gessells at [thomas.gessells@osumc.edu](mailto:thomas.gessells@osumc.edu) with any questions. Upon agreement to the conditions of the term, please sign this form below and email to [thomas.gessells@osumc.edu](mailto:thomas.gessells@osumc.edu) or mail it to: USAC c/o Tom Gessells--- 700 Ackerman Rd., Suite 440, Columbus, OH 43202

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Supervisor's Name (Printed)

\_\_\_\_\_  
Applicant's Signature of Commitment

\_\_\_\_\_  
Supervisor's Signature of Support

\*Note: USAC cannot accept staff that are covered by a bargaining agreement or are a member of a union represented at the university.



**THE OHIO STATE UNIVERSITY**