Overview

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. USAC values diversity in people and perspectives and is committed to advancing inclusion and equity internally and for staff throughout the university in collaboration with key university stakeholders.

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Frequency</th>
<th>Time</th>
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<tr>
<td>USAC Business Meetings</td>
<td>Every 2nd and 4th Wednesday of the month</td>
<td>8:30 to 10:30 am</td>
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<tr>
<td>USAC Subcommittee Meetings</td>
<td>Weekly or Monthly depending on subcommittee and work flow</td>
<td>1 to 1 ½ hours</td>
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<tr>
<td>USAC Special Events</td>
<td>Typically 4 to 6 a year</td>
<td>1 to 4 hours</td>
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<tr>
<td>USAC Retreats</td>
<td>Semi-annual</td>
<td>8 am to 5 pm</td>
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In addition, there are opportunities to participate on special task forces as well as university-wide or 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. Other benefits of participation in USAC include:

- Directly impacting and having input into university policy development.
- Learning about university governance and operations.
- Engaging with staff, faculty, administrators and students throughout the Columbus and regional campuses.
- Networking with a variety of university, city, and statewide stakeholders.
- Collaborating with colleagues dedicated to enhancing the staff experience as the university reaches to recruit and retain the best staff available to support the policies and programs of the university.

Eligibility Checklist

☐ Currently hold a contingent or regular appointment at Ohio State of 75% full-time equivalent (FTE) or more.
☐ Be employed at Ohio State for at least two continuous years as of July 1 of application year.
☐ Staff members from a regional campus who are paid through a cost-shared appointment must be a 75% FTE during time as an active USAC member. Only one such member may be appointed to USAC.

Applicant Information

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

First & Last Name: ___________________________________________________________  Years of university service: ________

Title: ______________________________________  College or Unit: ___________________________

Campus Address: __________________________________________  Email Address: ________________________________
Application Checklist

- Completed and signed USAC Application (this document)
- Cover Letter (no more than 2 pages):
  - Why are you interested in serving on USAC?
  - How do you see your involvement positively contributing to the staff experience?
  - What current issue or issues could USAC work on to aid staff?
- Resume

Supervisor Information

First & Last Name: ____________________________
Title: ____________________________

Campus Address: ______________________________________
Campus Phone Number: ____________________________

Campus Address: ______________________________________
Email Address: ____________________________

Participation Agreement

Both applicant and supervisor 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 at usac@osu.edu with any questions.

Applicant Name (Printed) ____________________________
Applicant Signature ____________________________

Supervisor Name (Printed) ____________________________
Supervisor Signature ____________________________

The application deadline is Friday, March 1, 2019. Please submit this form and supporting application materials electronically to usac@osu.edu or by campus mail to: USAC c/o Andrew Jordan- 855 Woody Hayes Drive, Columbus, OH 43210.