University Staff Advisory Committee: 2020-2023 Application for Membership

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 from across the medical center and university, including regional campuses. An advisory body to university leadership, USAC’s mission is to maintain an active and participatory line of communication with the university community and to provide a forum through which university staff can raise, discuss and make recommendations on non-academic issues and to support the university’s mission. 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 (July 1, 2020 through June 30, 2023). 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 2&lt;sup&gt;nd&lt;/sup&gt; and 4&lt;sup&gt;th&lt;/sup&gt; 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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<td>USAC Special Events</td>
<td>Typically 4 to 6 events per 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/](http://usac.osu.edu/). Other benefits of participation in USAC include:

- Directly impacting and having input into university policy development
- Learning opportunities in regards university governance and operations
- Engaging with staff, faculty, administrators and students throughout the Columbus and regional campuses
- Networking opportunities 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 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: ____________________________
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Application Checklist

☐ Completed and signed USAC Application (this document)
☐ Essay (maximum 2 pages, double-spaced) that answers the following questions:
  - 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, and what types of advocacy efforts should USAC undertake to address the issues? Give specific examples where possible.
☐ Letter of recommendation in support of your application (1 page minimum). This can come from a supervisor, professional colleague, etc. The letter should address why the applicant would be a strong candidate to serve on USAC by addressing the applicant’s leadership, communication and/or collaboration efforts.
☐ Resume (please be sure to indicate involvement in university related organizations)

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 Sunday, March 1, 2020. Please submit this form and supporting application materials electronically to usac@osu.edu or by campus mail to: USAC c/o Chrissy Sprouse, 190 N Oval Mall, Room 391, Columbus, OH 43210.