2021-2023 Application Rubric for University Staff Senator

Applicant Name: ____________________________________________________________

USAC Reviewer Name: ____________________________________________________

Review Date: ____________________________

Section 1: Application Checklist

☐ APPLICANT CURRENTLY HOLDS A CONTINUOUS REGULAR OHIO STATE APPOINTMENT OF 75% FTE OR MORE (verified by USAC chair/OHR)

☐ APPLICANT WILL HAVE BEEN EMPLOYED AT OHIO STATE FOR TWO OR MORE YEARS AS OF AUGUST 2, 2021

☐ SIGNED PARTICIPANT AGREEMENT SIGNED

☐ RESUME OR EMPLOYMENT EXPERIENCE RECEIVED

☐ COVER LETTER

Section 2: Cover Letter

Application review team: Check the appropriate score for each question based upon rubric criteria. In the “Comments” section, reviewers should document specific examples that reflect the candidate’s grasp of the question.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (10-9 points)</th>
<th>Good (8-7 points)</th>
<th>Average (6-4 points)</th>
<th>Below Average (3-0 points)</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q: Why are you interested in serving on University Senate?</td>
<td>• Thorough, detailed response presenting a compelling reason why they would like to serve. This response stands out among others.</td>
<td>• Response is well articulated, meets expectations.</td>
<td>• Response lacks details on why they want to serve.</td>
<td>• Response is incomplete or missing details.</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
### Section 2 Continued: Cover Letter

<table>
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<tr>
<th>Criteria</th>
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<th>Average (6-4 points)</th>
<th>Below Average (3-0 points)</th>
<th>Awarded Points</th>
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<tr>
<td>Q: How do you see your involvement positively contributing to the staff experience? If applicable, how has your previous staff advocacy experience enhanced this contribution?</td>
<td>• Thorough, detailed response presenting compelling examples of how the applicant’s involvement would contribute to the staff experience. This response stands out among others.</td>
<td>• Response is well articulated, meets expectations.</td>
<td>• Response lacks details on how they would positively contribute to the staff experience.</td>
<td>• Response is incomplete or missing.</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

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<th>Criteria</th>
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<th>Average (6-4 points)</th>
<th>Below Average (3-0 points)</th>
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<td>Q: What issue (or issues) currently being considered in the University Senate or occurring across the university have the greatest impact on staff? Why is this issue or issues important?</td>
<td>• Thorough, detailed response on specific issue(s) being considered in the Senate or at the university at-large. Clear articulation of why the issue(s) have an impact of staff and why it is important.</td>
<td>• Response is well articulated, meets expectations.</td>
<td>• Response lacks details of specific issue(s) and why they impact staff; lacks details of why the issue(s) are important.</td>
<td>• Response is incomplete or missing.</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (5-4 points)</th>
<th>Good (3-2 points)</th>
<th>Average (1 point)</th>
<th>Below Average (0 points)</th>
<th>Awarded Points</th>
</tr>
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<tr>
<td>Q: Describe any current or past experiences in staff advocacy, academic policy, leadership and/or volunteer service and how these experiences would be beneficial to the Staff Senator role.</td>
<td>• Applicant provides at least one clear example of staff advocacy, academic policy, and/or general leadership/volunteer experience; applicant provides clear connection between experience and the staff senator position</td>
<td>• Response is well articulated, meets expectations.</td>
<td>• Response lacks details on past staff advocacy, academic policy, and/or general leadership &amp; volunteer experiences</td>
<td>• Response is incomplete or missing.</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**Total points awarded for applicant: _____________**

*(max: 35 points)*