



Agreement for University Staff Advisory Committee Participation

Created 02/01/2024; Revised 01/29/2025

Founded in 1986, the University Staff Advisory Committee (USAC) consists of up to 30 staff members, including Classified Civil Service, Unclassified Administrative and Professional, and Senior Administrative and Professional staff from across the medical center and university, including regional campuses. USAC serves as an advisory body to university leadership, aiming to maintain active communication with the university community. It provides a forum for staff to raise, discuss, and make recommendations on non-academic issues and to support the university’s mission. USAC values a wide range of perspectives and is committed to fostering an environment where diverse thoughts and ideas can thrive in collaboration with key university partners.

USAC participants serve 3-year terms, meeting several times a month for committee activities including business and subcommittee meetings, events with senior leaders, and special events. The monthly time commitment is about 5 hours, plus any preparation for meetings and events. **It is important that both the applicant and their supervisor understand the time commitment required.** Participants are expected to be able to participate on the committee as part of their typical work hours and should not be utilizing comp time, sick time, or vacation time to participate in committee activities.

Participants are expected to commit to all the following:

- A full day retreat in July or August addressing USAC principles, structure, and team building.
- Biweekly business meetings on the 2nd & 4th Wednesdays of every month.
 - 2nd Wednesday morning online meeting 9:00-10:30 a.m.*
 - 4th Wednesday afternoon in-person (online option) 2:30-4:30 p.m.*
 - **Meeting days and times may be adjusted to accommodate the various roles and schedules of staff across the university.*
- Monthly subcommittees and/or task force meetings.
- Quarterly meetings and events with senior leaders.
- Special events hosted by USAC, the Office of the President, senior leaders, and university groups.

| Activity | Frequency | Time Commitment |
|----------------------------|---|------------------------------|
| USAC Business Meetings | *Every 2 nd (am) and 4 th Wednesday (pm) of the month | 1.5 to 2.0 hours per meeting |
| USAC Subcommittee Meetings | Varies and dependent on subcommittee workflow | 0.5 to 1.5 hours per meeting |
| USAC Special Events | Approximately 4 events per year | 1 to 4 hours per event |
| USAC Retreats | Annual | All Day |

Both applicant and supervisor acknowledge that while 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 discuss a plan to balance this volunteer position with current work requirements. Please contact USAC at usac@osu.edu with any questions.

Please sign and date below acknowledging you agree to the expectations of USAC participation.

Employee Signature

Date

Supervisor Signature

Date