

# 2025 University Staff Senator Selection Process and Position Overview

## Application and Selection Process

### Available positions:

- (2) Staff Senators, serving a two-year term, 2025-2027
- Up to (3) Staff Senator Alternates, serving a one-year term, 2025-2026

### Eligibility:

- Currently an Ohio State staff member, holding a regular appointment of 75% full-time equivalent (FTE) or more.
- Be employed at Ohio State for at least two continuous years as of August 1, 2025.
- Staff members from a regional campus who are paid through a cost-shared appointment must be a 75% FTE during time as an active University Senate member. Only one such member may be appointed to University Senate.

### Timeline:

March 1: Application opens

- Application available on Qualtrics: [2025 USAC Application for Staff Senators](#)
- Full application details below
- The Qualtrics application will retain incomplete responses for up to one month. However, please note that the survey will expire at 11:59 PM on March 31st.

March 31: Application deadline at 5 p.m.

April 8-15: Applicants will participate in ~10-minute interviews w/ USAC members. The questions that will be asked can be found below to aid in your preparation. **Interviews will be recorded and transcribed in order to assist USAC with the selection process.**

~May 15: All candidates are notified of their selection or non-selection

### Application:

- Via Qualtrics: [2025 USAC Application for Staff Senators](#)
- Provide applicant information: name, email, etc.
- Provide responses to multiple open-ended questions:
  - Why are you interested in serving on University Senate?
  - How do you see your involvement positively contributing to the staff experience? If applicable, how has your previous staff advocacy experience enhanced this contribution?
  - 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(s) important?
  - Describe any current or past experiences in staff advocacy, academic policy, leadership and/or volunteer service you have and how these experiences would be beneficial to the Staff Senator role.
- Applicants will also be scheduled for a video interview with USAC members; interviews will take place between **April 8-15** and will last approximately 10 minutes. **These interviews will be recorded and transcribed in order to assist USAC with the selection process.**
  - Interview questions are listed below to aid in your preparation:

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- With thousands of staff members at Ohio State with many different roles and experiences, how would you be a constructive advocate for all staff and not just staff members in your home unit? Please provide tangible examples of how you work gather this input throughout your term as senator.
- How do you see your role as Staff Senator as one that effectively advocates for the entire staff community at Ohio State??
- How would you effectively collaborate with other members of the University Senate? Can you provide an example or a time when you collaborated with others who may have a different outlook or vision than you?
  - How would you leverage your relationship with USAC in your role as Staff Senator?
- Verified eligibility and availability with Employee and Labor Relations
- Deadline: **Monday, March 31 at 5 p.m.**
- **Questions:** Send to [usac@osu.edu](mailto:usac@osu.edu)

### Position Overview and Responsibilities

The University Senate is comprised of 141 voting members including faculty, staff, students and administrators. The Senate's primary responsibility is to advise campus leaders on the key educational and academic policy concerns, helping the university to function as a unified body through shared governance.

Senators are elected, or appointed, to represent constituents, be they faculty, staff, students or administrative units. Those constituents rely on their Senator to stand up for their interests, and to be in good communication.

In 2019, the University Senate added five voting members to advocate on behalf of staff on the University Senate. The University Staff Advisory Committee (USAC) has been tasked with electing the five (5) Staff Senators and up to three (3) Senator Alternates to serve on the University Senate.

Staff Senators serve a two-year term and Staff Senator Alternates serve a one-year term. It is imperative that both the applicant and their supervisor understand the time commitment required. Please refer to the University Senate calendar for more information at <https://senate.osu.edu/>

Staff Senator's responsibilities:

- Develop working relationships with other Senators
- Regularly attend and participate in Staff Senator meetings
- Attend and vote in all University Senate meetings
- Participate in Senate committees and share timely updates with other Staff Senators and report relevant topics of interest to USAC
- Stay informed and updated regarding major campus and governance-related issues, especially those that are substantive and impact staff
- Advocate for the interests of staff constituents in University Senate
- Share updates on key Senate initiatives, projects, and other relevant information with USAC

Currently, there are 20 Senate committees that connect with administrative offices on campus that broadly serve the university's mission. For more information on the University Senate, its structure, and a list of the Senate committees, please visit <https://senate.osu.edu/>

Other potential duties:

- Provide communication regarding Senate priorities to staff across university units (i.e. promoting Culture and Values survey completion)

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- Raise questions from staff at Senate meetings
- Engage with USAC on monthly calls to be informed of USAC issues and initiatives
- Further engagement with Senate committees and partnerships with fellow staff members who sit on Senate committees

| Requirement                           | Frequency  | Time                          |
|---------------------------------------|--|-------------------------------|
| University Senate Meetings            | Refer to approved senate calendar (monthly during academic year) | Refer to Senate calendar      |
| Subcommittee Meetings (if applicable) | Meeting times will vary  | -                             |
| Report to USAC                        | When requested   | During USAC business meetings |
| Staff Collaboration Meetings          | Meeting times will vary  | -                             |
| University Senate Onboarding          | One time for new members   | ~August 2025                  |

Link to April 2023 Q&A Session: [Recording from Q&A Session with Current Staff Senators.mp4](#)