

University Staff Advisory Committee: 2023-2026 Application for Membership

Overview

Founded in 1986, the University Staff Advisory Committee (USAC) is composed of no more than 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. 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 partners.

An appointment to USAC includes a three-year term (July 1, 2023 through June 30, 2026). It is important that both the applicant and their supervisor understand the time commitment required.

Qualified staff are encouraged to apply including from under-represented groups as we are seeking to diversify USAC. After a review of applications and an interview process, a slate of recommended names is submitted to the president's office for appointment.

Requirement	Frequency	Time
USAC Business Meetings	Every 2 nd (am) and 4 th Wednesday (pm)* of the month	8:30-10:30 am or 2:30-4:30 pm*
USAC Subcommittee Meetings	Weekly or Monthly depending on subcommittee and work flow	1 to 1 ½ hours per meeting
USAC Special Events	Typically 4 to 6 events per year	1 to 4 hours
USAC Retreats	Semi-annual	8 am to 5 pm

*These days and times are subject to change in order to be more inclusive of varying staff roles across the university.

In addition, there are opportunities to participate on special task forces as well as university-wide, external, and University 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 on university policy development.
- Learning opportunities in regards university governance and operations.
- Engaging with staff and administrators throughout the Columbus and regional campuses.
- Collaborating with colleagues dedicated to enhancing the staff experience as the university seeks to recruit and retain the best staff available to support the programs of the university.
- Networking opportunities with a variety of university, and statewide partners.

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 one continuous year 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 with the university during their time as an active USAC member. Only one such member may be appointed to USAC at any one time.

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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Checklist

- Completed and signed USAC Application (this document)
- Essay (maximum 2 pages, double-spaced) that answers the following questions:
 - 1 - Why are you interested in serving on USAC? Please touch on how your personal or professional experiences contribute to promoting an inclusive campus environment.
 - 2 - How do you see your involvement positively contributing to the staff experience?
 - 3 - 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:

Email Address: _____

Participation Agreement

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 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, February 26, 2023. Please submit this form and supporting application materials electronically to usac@osu.edu.