

Spring 2023 University Staff Senator Selection Process and Position Overview

Application and Selection Process

Available positions:

- (2) Staff Senators, serving a two-year term, 2023-2025
- Up to (3) Staff Senator Alternates, serving a one-year term, 2023-2024

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, 2023.
- 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: https://osu.az1.qualtrics.com/jfe/form/SV_6G1Nz4LKCospXC6
- Full application details below

March 24: "Q&A with Current Staff Senators" hosted via a Zoom meeting, 12-1 p.m.

- Optional, please register: <https://osu.zoom.us/meeting/register/tJMkduCpqTMuHdHmXRiQiZbzKwka-W3Nv6tu>
- Current Staff Senators will be available to answer questions from candidates.
- USAC representatives will be available to answer questions about the selection process.

April 7: application deadline at 5 p.m.

April 24-May 5: recorded interviews with final candidates

- These will take place via Zoom and questions/prompts will be sent prior to scheduled interview.

May 10: USAC members view recorded interviews and rank candidates

May 12: All candidates are notified of their selection or non-selection

Application:

- Via Qualtrics: https://osu.az1.qualtrics.com/jfe/form/SV_6G1Nz4LKCospXC6
- 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.
- Verify eligibility and availability
- Deadline: **Friday, April 7 at 5 p.m.**

Questions: send to Jason Homan at homan.90@osu.edu

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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 senate.osu.edu/calendar.

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 senate.osu.edu.

Other potential duties:

- Provide communication regarding Senate priorities to staff across university units (i.e. promoting Culture and Values survey completion)
- 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)	3:30-5:00pm
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 2023