**** CFAES STAFF ADVISORY COUNCIL

**Supervisor and Application   
Participation Agreement**

The Staff Advisory Council (hereafter Council) shall act in an advisory capacity to the Vice President of Agricultural Administration and Dean, College of Food, Agricultural, and Environmental Sciences (hereafter Vice President/Dean).

*The purpose of the Council is to:*

* Provide a formal vehicle for staff participation in the betterment of the College by shaping an environment that promotes mutual respect, builds teams, and creates a compelling place to work and learn;
* Increase the efficiency and scope of communication within the College and University by:
  + Serving as the staff voice/liaison to the Vice President/Dean
  + Relaying communication from the Vice President/Dean to staff,
  + Facilitating staff-to-staff communication, and
  + Broadening university-wide communication through its relationship with the University Staff Advisory Committee;
* Support the College motto of "challenging what is...achieving what could be, in attitude, process, and action".

An appointment to CFAES-SAC includes a three-year term. It is imperative that both the applicant and their supervisor understand the commitment required. The Council meets 6 – 7 times each calendar year. In addition, members will serve on special council task forces. An At-Large member will represent CFAES staff in general and not a specific area. They will also have voting privileges. A full position description of the Council membership is available in the CFAES-SAC By Laws at go.osu.edu/cfaessac.

We acknowledge that, though it is an honor to serve the College in this capacity, it also requires the commitment of the applicant in conjunction with supervisory support. If you have any questions please contact the sitting chair or member of the council as listed on the website. Upon agreement to the conditions of the term, please sign this form below and email to [[cfaes-sac@osu.edu](mailto:cfaes-sac@osu.edu).](mailto:usac@osu.edu)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name (Printed) Supervisor’s Name (Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature of Commitment Supervisor’s Signature of Support

**** CFAES STAFF ADVISORY COUNCIL

**Application for At-Large Membership**

**Eligibility -** Any College of Food, Agricultural, and Environmental Sciences staff member with at least two years of regular staff (CCS, A & P or senior A & P) service, who is not covered by a bargaining agreement, nor is a member of a union represented at the University, is eligible for membership.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Office Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Campus Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Essay -** In a cover letter of no more than 1 page in length, please address the following:

1. Why you are interested in serving on CFAES - SAC?

2. How you see your involvement positively contributing to the staff experience?

3. What current issues could CFAES - SAC work on to aid staff?

|  |  |  |
| --- | --- | --- |
| **Application Check List:**   * Completed application (this form) * Essay * Signed Supervisor and Application Participation Agreement (page one of this document) |  | The application deadline is always August 31 during a selection year when positions become available. Terms will start in October and end in November of the appropriate year.  Return your application materials electronically to [cfaes-sac@osu.edu](mailto:cfaes-sac@osu.edu). |