

MEMBERSHIPAPPLICATION

The University Staff Advisory Council (USAC) provides a forum for exchanging ideas about the welfare and development of staff employees. The Council explores University policies and procedures that affect staff members and makes recommendations to the Senior Administration through the Vice President for Human Resources. Annual appointments to USAC are made in an effort to include a diverse representation of employees in exempt and nonexempt positions from a variety of University units and locations\*

**Please read and complete this section (1) before submitting your application:**

 I have read the USAC By-Laws [USAC Bylaws](http://ohr.psu.edu/sites/ohr/files/Bylaws_2012_revision1.pdf)

 I understand that membership is a 3 year term

 I understand that I will serve on at least one sub-committee

 I understand my monthly time commitment is a minimum of 3 hours

 I understand that I am expected to attend all monthly meetings (minimum of 8 meetings).

 I understand USAC members serving as Committee Chairs may also be asked to attend executive meetings as needed, not to exceed one two-hour meeting per month.

 My supervisor has signed and dated this application

 I have signed and dated this application

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Applicant name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exempt** \_\_\_\_\_\_ **Nonexempt** \_\_\_\_\_\_\_ **Job title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Years at Penn State**: \_\_\_\_\_ **Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide three references:**

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following questions. (Attach an additional sheet if more space is needed.)**

1. Please explain your interest in serving on the USAC.

2. Have you been/are you currently involved in any committee work or special projects at Penn State? If so, please describe them below and include the dates of when you were involved.

3. What qualities, skills, and/or special interests would you bring to USAC?

**SUPERVISOR AGREEMENT**

A member of your staff has applied for membership on the University Staff Advisory Council (USAC). Members of USAC provide a needed voice for the staff, seeking out opportunities and addressing challenges. Your support and understanding is a vital part of the success of the organization.

 I understand that membership is a 3 year term

 I understand the out of office time commitment is a minimum of 3 hours per month

 I understand USAC members serving as Committee Chairs may also be asked to attend executive meetings as needed, not to exceed and additional one- two hour meeting per month

**I recommend and fully support this applicant’s possible involvement in USAC, and would consider such activity as official University business.**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I understand and agree to the commitments listed in Section 1.**

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please send form via mail or electronic format to:**

John Ilie  
 Membership Committee, Chair  
 University Staff Advisory Council  
 213 A-B Technology Support Building  
 University Park, PA 16802  
 iri100@psu.edu

***Applications must be returned no later than March 31, 2018***