Eligibility
To be eligible for membership in the Engineering Staff Advisory Committee (ESAC), you must currently be a regular, full or part-time, exempt and non-exempt, non-faculty employees of the College of Engineering with at least six months of service with the University.

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Name

Years of University Service

Title

Department or Unit

Campus Address

Email Address

Campus Office Phone

Supervisor’s Name & Title

Supervisor’s Campus Address

Letter of Interest

Please attach a short statement detailing your interest in serving on the committee.

Application Checklist

☐ Completed ESAC application (this form)
☐ Letter of Interest (to also include your responses to the questions on page 3)
☐ Signed Supervisor and Application Participation Agreement (page 2 of this document)
☐ Résumé (or employment experience)

The application deadline is May 4. Please return your application materials electronically to the ESAC Chair at eng-esac@osu.edu.
Founded in 2012, the Engineering Staff Advisory Committee (ESAC) is composed of no more than 11 staff members including Unclassified Administrative and Professional, Classified Civil Service and Senior Administrative and Professional staff. An advisory body to the engineering leadership, ESAC’s mission is to identify, address and advocate for staff interests, needs, and concerns through direct, cooperative, and bi-directional engagement with the Dean, Executive Committee, and other university organizations; strengthen the connection between staff and the core mission and strategic plan of the college; and promote and support transparency in college operations.

An appointment to ESAC includes a two-year term. It is imperative that both the applicant and their supervisor understand the time commitment required.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Frequency</th>
<th>Time</th>
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<tbody>
<tr>
<td>ESAC Business Meetings</td>
<td>Monthly</td>
<td>2 hrs</td>
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<tr>
<td>ESAC Subcommittee Meetings</td>
<td>Bi-weekly to monthly depending on the subcommittee and work flow</td>
<td>1-1 ½ hours</td>
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<tr>
<td>ESAC Special Events</td>
<td>Staff Appreciation Luncheon, Various Professional Development and Networking Opportunities</td>
<td>1-2/month</td>
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Current initiatives include:

- Health and Safety Programs
- Professional Development Opportunities
- Social Events for College Staff

There are many benefits of participation in ESAC including:

- Agenda is driven by ESAC members
- Interacting with staff, faculty, administrators and students throughout the college
- Working with colleagues who are dedicated to enhancing the staff experience within the College of Engineering at Ohio State

We acknowledge that, though it is an honor to serve the College of Engineering in this capacity, it also required 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 the ESAC chair at eng-esac@osu.edu with any questions. Upon agreement to the conditions of the term, please sign this form below and email to eng-esac@osu.edu.

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Applicant’s Name (Printed) 
Applicant’s Signature of Commitment

Supervisor’s Name (Printed) 
Supervisor’s Signature of Support
Please respond to each of the following questions as part of your letter of interest

1. Please list 2-3 skills/attributes you can bring to the Engineering Staff Advisory Committee.

2. Explain a situation where you had to work in a group setting and what role did you play?

3. Part of ESAC’s mission is to “identify, address, and advocate for staff interests, needs and concerns through direct, cooperative, and bidirectional engagement with the Dean, Executive Committee, and other university organizations. What do you feel are some current staff interests and issues and how would you help resolve and/or promote them?

4. Tell me about a time that you had to promote an idea.