

APSAC Application Instructions

Thank you for your interest in the Administration and Professional Staff Advisory Committee (APSAC). Membership in APSAC is a great way to interact with University administrators and other A/P staff from across all of Purdue's campuses. To apply for membership in APSAC, please carefully read the instructions below. If you have any questions, please direct them to the contact person listed in these instructions.

Application Requirements:

Application packets are due by **Monday, February 25, 2008**.

You must include the following documents in order for your application to be considered:

- Application Cover Page (completed),
- Statement of Interest in APSAC (complete either the cover page box or attach a separate sheet), and
- Curriculum Vitae or Resume not to exceed 2 pages.

The application cover page must be fully completed for consideration. Please be sure that you and your supervisor sign the cover page. Those who e-mail their applications must still submit (fax or mail) an application cover page signed by both the applicant and his/her supervisor. In addition, on the application please include the appropriate unit/area you will represent from the "Areas of Representation" listed below.

APSAC seeks one A/P staff member from each of the following areas to fill upcoming vacancies (June 1, 2008 to May 31, 2011 term) for the West Lafayette campus:

Areas of Representation:

- College of Agriculture including Cooperative Extension Services
- College of Education/College of Liberal Arts
- College of Consumer and Family Sciences/School of Management
- College of Engineering
- Office of the President and Areas Reporting Directly to the Provost
- Vice President for Business Services, Internal Audit, Executive Vice President & Treasurer
- Intercollegiate Athletics, Senior Vice President for Advancement, Dean of the Graduate School, Vice President for Human Relations, Vice President for Research, Vice President for Governmental Relations

Additional Representation Needed for a Four-Year Term (June 1, 2008 to May 31, 2012):

- College of Agriculture including Cooperative Extension Services
- College of Science (4-year term)

Contact Person:

Questions and completed applications may be directed to:

Joseph M. Zadik
Chair/APSAC Membership/Staff Relations Subcommittee
School of Materials Engineering--Neil Armstrong Hall of Engineering
701 West Stadium Avenue
West Lafayette, IN 47907-2045

Telephone: 765-494-4118

FAX: 765-494-1204

E-Mail: zadik@purdue.edu

APSAC Application Instructions (continued)

Interview Process:

Time

Interviews will take place early to mid-March. Once your application package is received, you will be contacted to schedule a 30-minute interview. If you are unavailable during the designated interview weeks, another date will be scheduled. However, we are anticipating up to ~20 potential candidates. Thus, we strongly urge all candidates to interview during the early portion of March.

Process

Interviews will be conducted by the Membership/Staff Relations Subcommittee. All candidates will be asked the same suite of questions. Answers for each question will be scored by each interview panelist (2-3). After each interview, the interview panelists will discuss the scores for each question and arrive at a consensus for each. Scores will be summed and recorded for each candidate. In the event of a tie between 2+ candidates for the same position (unit/area of representation; for example, College of Engineering), the interview panelists will review their applications, discuss responses to interview questions and vote on the best candidate. Each candidate will be notified in writing of the final outcomes no more than 14 days after the close of the entire interview process. As necessitated by the process, an update on the process will be shared by the subcommittee via e-mail or phone.

PURDUE UNIVERSITY

**ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE
(APSAC)**

APPLICATION FOR MEMBERSHIP COVER SHEET

Name: _____
(First) (M.I.) (Last)

Department: _____

Position Title: _____

College, School or Unit of Representation: _____

Campus Address: _____

E-mail Address: _____ Campus Phone: _____

Original Date of Employment with Purdue: _____

Signature of Immediate Supervisor *: _____

Applicant Signature: _____ Date: _____

(* The request for the supervisor signature is to verify that the supervisor is aware the individual is applying to APSAC and of the stated responsibilities and time commitment of an APSAC representative. Applications will not be accepted without this signature!)

Briefly express your interest in APSAC. (If additional room is needed, please attach a separate piece of paper.)