

## Frequently Asked Questions (FAQs)

(rev. 11/28/23)

### 1. What is the purpose of the JHU-SAC?

The Johns Hopkins University Staff Advisory Council (JHU-SAC) is a forum for staff to raise their voices about the needs, opportunities, aspirations, and challenges that staff experience in their professional lives at JHU. The Council provides critical input to leadership on decisions and policymaking around university initiatives, programming, and policies.

### 2. Who is eligible to participate?

The council comprises full-time staff who represent various organizational levels, job areas, and functions across the university. All candidates must be in good standing, and self-nominations will be approved by candidates' divisional leadership and Human Resources.

### 3. What is the commitment to serve on the JHU-SAC?

- a. Participation on the council is voluntary and will be considered work time.
- b. The council is expected to meet with Senior Leadership at least six times each year, and will hold other council meetings and sub-committee meetings, as needed, to consider timely issues.
- c. In-person attendance for council meetings is required about 2 times per year, and all subcommittee meetings will be held virtually.
- d. Elected council members will serve a 1- or 2-year term on the inaugural council. (Annual elections will replace only half of the council each year.)
- e. Council members should plan for an estimated 2-4 hours of council meetings and work each month.
- f. There is no additional pay or stipend. In some cases, non-exempt employees may be eligible for overtime.
- g. Supervisors, managers and directors should allow the members of the council paid time to attend necessary meetings.

### 4. What can I gain from participation on the JHU-SAC?

Those who serve on the JHU-SAC will have the opportunity to network with others across the university; will have access to leadership for the purpose of passing along information from the council; and will have exposure within their school/division as well as across the university. Membership on the JHU-SAC is also considered professional development and should be documented in SuccessFactors.

**5. My school or division already has a Staff Advisory Council. How will the JHU-SAC impact the existing council?**

The JHU-SAC will focus on issues and opportunities that impact staff across the university as a whole. The expectation is that members elected to the JHU-SAC will have regular interactions with their division-/department-based councils (where applicable), to ensure that the perspectives of these groups are shared during broader JHU-SAC discussions as appropriate.

**6. How many seats are open for elections?**

Based on the number of full-time staff in each school/division, there is a fixed number of seats for the school/division. Within each school/division, at least one seat must be filled by an exempt employee and at least one seat must be filled by a non-exempt employee.

**7. What do I need to do to participate on the JHU-SAC?**

To participate, complete the self-nomination form on the [JHU-SAC website](#). Once completed, you will receive a confirmation email that your form has been received and will be reviewed.