



## CLASSIFIED PERSONNEL ADVISORY COMMITTEE

**Thank you** for applying (or nominating a candidate) for appointment to CPAC. Please forward this application form to David Merriman, Physical Facilities, Cole Service Building.

Below I have listed information that will answer questions you may have and give some good reasons for your participation. If you would like more detailed information, please consult the CPAC website at [www.muohio.edu/CPAC](http://www.muohio.edu/CPAC).

Your time and interest *are* appreciated.

### **CPAC Facts:**

- CPAC represents and serves *all* Miami classified staff/employees.
- CPAC is liaison between *all* classified staff and the University administration.
- CPAC is strictly an *advisory* committee to University administration; it is not a decision-making body.
- CPAC positions are filled by the process of 1) applying oneself and/or being nominated;  
2) Candidates' names are recommended to the President for appointment. (Process detailed in CPAC Bylaws on website.
- Members must:
  - Be non-probationary, full-time SATSS employees.
  - Able to commit a minimum of 6 hours per month for 3 years.
  - Be willing and able to serve classified employees and the University administration by presenting the facts of an issue of concern to and/or for either/or both parties in order to facilitate a resolution of the matter that is in the best interest of the entire University community.
- Meetings are held twice a month and last about 1 1/2 hours.
- *CPAC is effective only if classified staff are willing to participate.*

Continue information from reverse side:

Signature & Dept: \_\_\_\_\_ Date: \_\_\_\_\_

# CLASSIFIED PERSONNEL ADVISORY COMMITTEE (CPAC)

## APPOINTMENT INFORMATION FORM (PRESIDENTIAL APPOINTMENT ~ THREE-YEAR TERM)

PLEASE READ THE REVERSE SIDE BEFORE COMPLETING THIS FORM. THANK YOU.

PLEASE CHECK ONE OF THE FOLLOWING:

Applicant

Nominating an Employee

APPLICANT / NOMINEE INFORMATION:

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**NOTE:** Both applicant/nominee and supervisor must understand and agree to appointee's commitment of a minimum of six (6) hours per month for a three (3) year term in service to classified personnel and Miami University as a whole.

**APPLICANT, PLEASE CONTINUE HERE:**

**PLEASE STATE WHY YOU WANT TO SERVE ON CPAC (COMPLETE ON REVERSE SIDE)**

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**IF YOU ARE NOMINATING AN EMPLOYEE, PLEASE CONTINUE HERE:**

**PLEASE STATE WHY YOU NOMINATED YOUR CANDIDATE FOR MEMBERSHIP ON CPAC.  
(COMPLETE ON REVERSE SIDE)**

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