



OHIO
UNIVERSITY

Division of Student Affairs

Handbook

Fall 2021

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1. Division of Student Affairs Mission

Mission

We care. We educate and empower. We foster inclusive communities. We make OHIO strong.

Vision

Every Bobcat discovers their potential and makes a meaningful impact.

Values

Community | Character | Civility | Citizenship | Commitment

The Division of Student Affairs believes that centering on the well-being of our students, faculty, staff and community members is essential to realizing our vision. We believe in our work, in each other, and most importantly in our shared purpose to support the well-being of the OHIO community.

Our Guiding Framework

The *mission is the foundation*, and it is what we do on a daily basis. In our division's role at the University, we care, educate and empower, foster inclusive communities, and make OHIO strong.

The *vision is the cupola*, and it reflects our greatest aspirations. At Ohio University, every Bobcat will discover their potential and make a meaningful impact.

The *well-being framework makes up the structure's four pillars*. Each pillar represents an essential aspect of well-being, and they are how we organize and evaluate our work. They guide us to intentionally, collectively and comprehensively make progress toward our vision. These pillars provide us a common agenda and language for connecting our mission to our vision.

The Four Pillars of Bobcat Well-Being

Fundamental

Access to food, housing, safe environments and financial security.

Personal

An active process of making positive choices, engaging in meaningful experiences, and connecting with others. Ohio University recognizes four elements of personal well-being:

Purpose

Recognizing the meaning of what one does and value of how it impacts others.

Resilience

Believing in oneself and managing adversity by making good choices and effectively utilizing surrounding opportunities.

Relationships

Building positive relationships and belonging to a greater community through active engagement.

Achievement

Accomplishing worthwhile goals by engaging in experiences that provide the means to thrive in all areas of life.

Social

Advocate for the well-being of yourself and others and reject prejudice and bias.

University-wide

OHIO provides opportunities for its community to thrive.

2. Strategic Plan

[Division of Student Affairs Strategic Plan](#)

3. Organizational Chart

[Division of Student Affairs Organizational Chart](#)

4. Staff Well-being Resources

[Employee Assistance Program](#)

[WellWorks](#)

[Healthy OHIO](#)

[Anthem 360 Health](#)

[Preventive Care](#)

[Flu Shot Options](#)

5. Division Expectations

Onboarding

The Division defines onboarding as the time period prior to being hired through the employee's first year of employment. We strive to provide all new Division staff with a common onboarding experience. Having a common experience helps staff commit to our shared Student Affairs values and to see the impact of our work as a team.

Supervisors and Hiring Managers

All Division staff are asked to utilize the New Hire Checklist to ensure all new staff receive a common divisional onboarding experience. [Click here to access the new hire checklist and related onboarding resources.](#)

New Employees - <https://www.ohio.edu/student-affairs/onboarding/new-employees>

DOSA Required Trainings

All new staff are expected to participate in the [following trainings](#) within their first six months of employment

See additional HR related resources [here](#).

Performance Management Guidelines for Contract and Graduate Assistant Staff

Please click [here](#) to view the performance management process for all contract and graduate assistant staff.

Professional Development

Professional development is accomplished through a variety of methods, including but not limited to presenting at national/regional/state conferences, serving on boards or committees, writing in journals and trade magazines, and participating in on-campus opportunities through the division or university.

Professional Development funds for professional development activities that are in direct support of work functions and individual professional development plans may be requested through the Office of the Vice President.

Cross-Training and Leadership Development Opportunities

Annually, the division identifies opportunities to provide departmental/project assistance. These are hands on learning through collaboration with division colleagues. If you're seeking an experience that isn't available in your current role or are interested in serving in a leadership capacity, such as leading a short-term project for a divisional department other than your own, connect with Imants Jaunarajs jaunaraj@ohio.edu

6. Division Information and Resources

Flextime & Flexplace

The Division of Student Affairs at Ohio University recognizes that fully serving the student population often times means spending hours at work beyond 8-5 and during weekends. The University provides the following guidelines regarding the use of flextime:

[40-063: Flexible Work Schedule, Flexible Hours, and Flexplace for Administrators](#)

An additional purpose of this policy is to recognize occasional excess hours worked by an employee. A *supervisor may approve* reasonable, intermittent flexible hours in recognition of hours worked that are clearly in excess of the standard work week at Ohio university.

In such cases, the flexible hours option involves the downward flexing of the number of work hours in any given week and *should be implemented within a reasonable time frame and as close to the period of excess hours worked as possible.*

[40.053: Flextime and Flexplace Scheduling for Classified Staff](#)

Holidays

Please click [here](#) for the most up-to-date list of University observed holidays.

Expectations for Contract Staff

The following dates are highly encouraged “all hands-on deck” events for all DOSA contract staff. Graduate Assistants and classified staff are also invited to provide support.

Fall Opening

Through the Division’s team effort, we welcome new and returning students back to campus.

Commencement

The staff’s commitment to work is a key element in making Commencement successful and memorable for the graduates, their families, and friends. Attendance and participation for both graduate (Friday) and undergraduate (Saturday) ceremonies is an expectation of all contract staff.

Division Open Forums

Division open forums are typically held once a month or bi-monthly throughout the year. These meetings are not required, yet highly encouraged for all staff members. During the open forums DOSA leadership communicates pivotal updates, shares strategic information, and provides a time for division staff to get together and share.

Student Affairs Leadership Team (SALT) Meetings

Student Affairs Leadership Team meetings are held weekly and are designed to share and communicate information among and between all departments within the Division of Student Affairs. This group is comprised of department heads and directors and VPSA staff within the division.

Division Committees

Committees are formed to be inclusive of department representation and individual preferences. Committees for the 2021/2022 Academic Year will be:

- *Learning Goals*
- *Equity & Social Justice*
- *Engagement Steering Committee*
- *Well-being Committee*

University Committees

Division staff will be asked to represent the Division of Student Affairs on University-wide committees managed by campus partners. These are typically related to a position's area of specialty (e.g. event production, health promotion, crisis management). Staff are also encouraged to join their respective senate's ([Graduate Student Senate](#), [Classified Senate](#) and [Administrative Senate](#)).

Division Signature Lines

Email

All staff should be utilizing their OHIO e-mail account to receive and send work related e-mails.

Signature Lines

Include a signature at the end of your e-mail account.



Division of Student Affairs

Name • Title • Pronouns

Office Address • Athens OH 45701 • W: 740.Phone....

ohio.edu/student-affairs/

We care. We educate and empower. We foster inclusive communities. We make OHIO strong.

*Each department may choose to add additional links, promotional branding, social media, etc.

Graduate Assistant Selection Process

The Graduate Assistant (GA) selection process responsibilities are housed in the Office of the Vice President for Student Affairs (VPSA) and are carried out in partnership with faculty from the Higher Education and Student Affairs (HESA) program in The Gladys W. and David H. Patton College of Education and Human Services.

The Process

During fall semester, departments are asked to make updates to their GA position descriptions for the VPSA office to post on the Division's and HR website. The GA Selection Weekend typically occurs during the last weekend of February. Following interview day, departments connect with HESA faculty to select their candidates.

The VPSA Office and HESA faculty work together to coordinate the GA selection and recruitment process. The GA selection and recruitment timeline is sent out early each fall.

Contact Information

Should you have any questions about GA selection and recruitment, please contact Imants Jaunarajs, at jaunaraj@ohio.edu or 740.593.1401. You may also find information on the GA selection process here: <https://www.ohio.edu/student-affairs/resources/graduate-assistantships-overview>