

University-Wide Committees

Staff Availability Form

Open staff positions on University-Wide Committees are filled by full-time employees only, by election, appointment, or by operation of an individuals' position at the University.

For details regarding committees see [Mount St. Joseph University, University-wide Committees](#).

In order to nominate yourself or nominate others for an open staff position, please complete this form. **Note that you must have your direct report's permission to accept a nomination for the below committee(s).**

Completed Staff Availability Forms are due to Lisa.Tinsley@msj.edu

To be completed by the nominator (if applicable - staff may self-nominate, see next box):

I would like to nominate _____ for the following committee(s):

Signature _____

Date _____

NEXT STEP: PLEASE SUBMIT THIS FORM TO THE INDIVIDUAL YOU ARE NOMINATING.

To be completed by the nominee:

I accept the nomination for the following committee(s)

I would like to nominate myself for the following committee(s):

Reason(s) why I would like to be considered for the above committee(s) (additional supporting documents may be included if deemed necessary by nominee):

I am currently on the following University-wide Committees (if applicable):

Signature _____ Department _____ Date _____

NEXT STEP: SUBMIT THIS FORM TO NOMINEE'S DIRECT REPORT.

To be completed by the nominee's direct report:

It is with my permission that the above employee may accept their nomination(s) for the following committee(s)

I deny permission to the above employee to accept their nomination(s) for the following committee(s). Comments:

Signature _____ Department _____ Date _____

NEXT STEP: PLEASE SUBMIT THIS FOR TO LISA.TINSLEY@msj.edu