Contents

Farmers Market & Local Foods Promotion Programs Grant Writing Workshop

Monday, April 6, 2015 - 4:00-8:00 pm Ohio 4-H Center, 2201 Fred Taylor Drive, Columbus, OH 43210

The Regional Rural Development Centers in cooperation with the USDA Agricultural Marketing Service (AMS) have developed workshop materials and resources focused on improving the funding success rate of applicants to USDA AMS grant programs, specifically the Farmers’ Market Promotion Program (FMPP) and the Local Food Promotion Program (LFPP).

OSU Extension will offer training and technical assistance to assist individuals and organizations in their efforts to secure AMS resources to further the provision of local foods. Topics include: AMS grant programs overview; Developing your grant idea; Preparing your proposal; Submitting the application (grants.gov, DUNS, etc.)

Registration is free and includes a light dinner. Register Online: http://go.osu.edu/LocalFoodsGrantWriting

Student Hires and Hours

Just a reminder, as we are getting ready for summer, of the rule from University HR regarding the number of hours student employees may work:

During a semester, student employees (regardless of being an OSU student or not) may only work a maximum of 28 hours.

During a non-school periods, student employees (regardless of being an OSU student or not) may only work a maximum of 38 hours.

The student employee may not exceed 38 hours in a week.
Voluntary Request for Faculty and Staff to Indicate Disability Status

The Ohio State University is committed to growing and supporting its diverse community of people and ideas to foster the growth, development and success of our students, faculty and staff. Affirmative Action and Equal Employment Opportunity programs align with our institutional value of diversity, and are vital to the advancement of women, minorities, veterans and individuals with disabilities in our campus community.

It is important for Ohio State to measure its successes and challenges in employment equity. The University has reliable information on women, minorities and veterans who are currently employed by Ohio State; to more accurately represent its diverse community, Ohio State needs additional information about individuals employed by the University who currently identify as disabled or have had a disability. Current employees who identify as disabled or have had a disability now have the option to voluntarily log into Employee Self Service to indicate their disability status. To access the form, start with the “Main Menu” drop-down list on the top-left corner of Employee Self Service, then navigate to Employee Self Service, Personal Information, and then Disability. Please note that completing this voluntary form will not designate that an individual needs additional accommodations for a disability. That process will continue to be completed through the University’s Americans with Disabilities Act Coordinator. You can learn more about that process here.

This important information will not be used against an individual in any way. It will be kept by the Office of Human Resources to meet federal requirements regarding the collection of such information and will remain confidential. Current employees may voluntarily self-identify as having or not having a disability without fear of any adverse action.

The federal government defines a disability as having a physical or mental impairment or medical condition that substantially limits a major life activity. Please visit the Voluntarily Self-Identification of Disability form in Employee Self Service for a nonexclusive list of disabilities.

Faculty and staff should contact their human resource professional with any questions related to this request or the University’s Affirmative Action, Equal Opportunity and Discrimination/Harassment policy. Individuals may also contact the Office of Human Resources Customer Service Center at 614-292-1050 or service@hr.osu.edu.

Click here for a printable flyer to post in high-traffic work areas.
Introduction to Online Course Designs

Presented by CFAES and the Office of Distance Education and eLearning on May 13, 2015 from 9 a.m. – 2 p.m. Learn about University and College resources available to assist you in academic or Extension course creation. View current successful online courses in the College and hear from instructors about the good, the bad, and the ugly in developing online courses.

During the session, you’ll learn:
- Strategies for online learning
- Extension and academic teaching
- eBooks versus iBooks
- Quality Matters rubric: how the rubric can shape the course design process
- Activities: possibilities and discussion on approaching online lab classes
- Instructional content: not recreating the wheel
- Grading and/or measuring competencies: using rubrics, managing workload, options for assessment activities

Please register to reserve your space and help us with food plans by May 7 at the following link: https://www.surveymonkey.com/s/W8KJCH3

- Columbus campus: Kottman Hall 447 (food provided) (limit 20 participants)
- Wooster campus: Skou Hall 30 (food provided) (limit 35 participants)
- Carmen Connect: carmenconnect.osu.edu/cfaesonline (unlimited participation)

OSUE Position Description Template

Whether you’re creating a new Extension position or filling an existing position, you’ll need to complete a position description. The CFAES Service Center has updated the position description template that must be used whenever you’re writing a position description – and this is the only version that should be attached to an HRA.

To access this template, go to the Faculty/Staff Resources tab on the CFAES website and click Human Resources. On the left side of the Human Resources page, click HR Forms and Resources. The link for the position description can be found under Forms – Position Description/Job Opening Form.

When you have to draft a position description, always use the template found on the CFAES website. This will ensure you’re using the most up-to-date form. If you have any questions about where to find the position description or how to complete one, contact Amy Burns (burns.897@osu.edu; 614-292-2776).
Position Announcement

**Marion County ANR**
For full position description and information, go here: [https://www.jobsatosu.com/postings/61719](https://www.jobsatosu.com/postings/61719)

The application deadline for this position is Sunday, April 19th, 2015

**Licking County Office Assistant**
For full position description and information, go here: [https://www.jobsatosu.com/postings/61705](https://www.jobsatosu.com/postings/61705)

The application deadline for this position is Sunday, April 5th, 2015