

UG Faculty Representative

This opportunity profile is designed to give you an idea of what your role as Faculty/School Representative will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<p>Role: Undergraduate Faculty/School Representative</p>	<p>Department: Academic Representation (within the Students' Union)</p>
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> * Attend Boards of Studies or Faculty/School Learning, Teaching & Quality Committee within Faculty/School and represent views of Academic Representatives and students within the Faculty/School. * Attend briefings and debriefings with the Students' Union prior to and after Boards of Studies or Faculty/School Learning, Teaching & Quality Committee. * Attend Academic Executive Committee meetings and report back on Faculty/School issues. * Attend Taught Academic Council and facilitate Faculty/School sessions. * Liaise with Academic Representatives within the Faculty/School to support, inform and represent issues raised at departmental level, and gather opinion through regular meetings, emails or other forms of communication. * Regularly liaise with the Students' Union Education Officer and Students' Union Staff on issues raised. * Lead and support running of Academic campaigns and research throughout the year. * Attend and support Academic Reps Conference, including running a networking session for Academic Reps from your Faculty/School with other Faculty/School Reps. 	<p>Time Commitment:</p> <p>Academic Reps Conference – 1 day (Saturday in Oct/Nov)</p> <p>Board of Studies or Faculty/School Learning, Teaching & Quality Committee (approx. 1 per month on Wednesday afternoons) + 1 hour briefing and 1 hour debriefing for each meeting, Academic Executive Committee meetings (approx 10 per year, 1 hour per meeting), Academic Council/Faculty forum (once every three weeks – approximately 8 per year 1-2 hours per meeting).</p> <p>In addition, time also should be set aside to liaise with Academic Representatives, Faculty/School staff members, Students' Union Education Officer and other Student Union elected officials as well as relevant Student's Union staff</p> <hr/> <p>Venue:</p> <p>No single venue</p> <p>Supported by:</p> <p>SU Education Officer, Representation and Engagement Manager, Engagement and Quality Co-ordinator, Academic Representation Co-ordinators.</p>
<p>Opportunity:</p> <ul style="list-style-type: none"> * Oversee effective academic representation within Faculty/School. Each Faculty/School has 2 undergraduate faculty rep positions. 	<p>Benefits:</p> <p>Training provided, enhances your CV and offers experience of representing the interests of a large group at a Faculty/School level. You will experience working with a diverse group of colleagues towards common goals, developing a depth of understanding of relevant issues and the confidence and skills to achieve these goals.</p>
<p>Training and support:</p> <p>Faculty Representative Training via Moodle and Academic Reps Conference in addition to support from your Department/Faculty/School and the Students' Union.</p>	

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation	✓	People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	✓

Others (as specified below):

Meeting skills, paper management, structural knowledge

For further info contact:

sueducation@bath.ac.uk or
academicreps@bath.ac.uk

Website:

www.thesubath.com/academicreps/academic-exec/