

Role Descriptor

Doctoral Faculty Rep

As a Doctoral Faculty Rep you are the lead voice for your Faculty, you will collaborate with the Doctoral Reps. You'll work closely with Faculty/School Senior Management to develop positive change for students within your faculty/school.

Duties and Responsibilities

- Work closely with Faculty/School Senior Management to develop ideas and escalate issues from your Academic Reps so they can be resolved in a timely manner
- Contribute agenda items for discussion at the Doctoral Studies Committee. Collaborate with staff in these meetings to help develop learning and teaching priorities of the Faculty/School
- Collect feedback from their cohort and when presenting feedback ensure that it is: Accurate, Balanced, Constructive, Depersonalised & Evidenced
- Work closely with the SU Officers on supporting and developing University level issues by attending meeting such as Doctoral Exec & Doctoral Academic Exec
- Supporting your faculty/school and the SU in communicating progress and outcomes of students' feedback to the wider student body.

Extra Information

Time Commitments

Doctoral Faculty Rep 101 Training / 1 ½ hour

Doctoral Studies Committee / 1 per month / 2 ½ hours

Doctoral Council / 1 per month / 1 hour

Univeristy Doctoral Studies Committee / x6 a year / 2 hours

Doctoral Exec / once a month / 1 ½ hours

The SU will organise ½ hour briefings and debriefings around Doctoral Studies Committee and University Doctoral Studies Committees. You will be expected to have read the papers before meetings.

Skills you could develop

Check out our [student leaders development programme](#) for personal development training

Confidence	x	Organisation/ planning	x
Decision making	x	Marketing	
Teamwork	x	Delegation	
Time management	x	Financial Management	
People management	x	Negotiation	

Other:

communicating effectively in meetings, data collection, paper writing

Key SU Contact

SU Postgraduate Officer / supostgrad@bath.ac.uk

Student Voice Coordinator (Postgraduate) / postgrads@bath.ac.uk
