

Role Descriptor

UG/PGT Faculty Rep

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

Duties and Responsibilities

- Chair Faculty Forum to discuss and explore common issues. Feedback themes & ideas with Academic Reps & other student leaders in your Faculty/School.
- 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 Boards of Studies and Faculty/School Learning and Teaching Committees. Collaborate with staff in these meetings to help develop learning and teaching priorities of the Faculty/School
- 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 Academic Exec

Extra Information

Time Commitments

Faculty Rep 101 Training / 1 ½ hour

Board of Studies / 1 per month / 1 – 2 ½ hours (only one rep will go)

Faculty/School Learning and Teaching Quality Committee / 1 per month / 2 ½ Hours

Faculty Forums / 1-2 a semester r/ 1-2 hours

Academic Exec / once a month / 1 ½ hours

The SU will organise ½ hour briefings and debriefings for Faculty Forums, BoS & FLTQC's. 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 Education Officer / SUeducation@bath.ac.uk

SU Postgraduate Officer / supostgrad@bath.ac.uk

Academic Representation Team / academicreps@bath.ac.uk
