

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

Role: Undergraduate Faculty/School Representative

Department: Academic Representation (within the Students' Union)

Duties and Responsibilities:

- ★ Prepare for and attend BoS and represent views of academic reps and students within the Faculty/School.
- ★ Prepare for and attend F/SLTQC and represent views of academic reps and students within the Faculty/School.
- ★ Attend briefings and debriefings with the Students' Union before and after Boards of Studies or Faculty/School Learning, Teaching & Quality Committee.
- ★ Attend Academic Executive Committee meetings to feedback and discuss Faculty/School issues with the Students' Union
- ★ Attend Academic Council and facilitate Faculty/School forums.
- ★ Liaise with Academic Representatives within the Faculty/School to support, inform and represent issues raised at departmental level, and gather opinion through regular faculty forums, emails or other forms of communication.
- ★ Regularly liaise with the Students' Union Education Officer and Students' Union Staff on issues raised.
- ★ Support running of Academic campaigns and research throughout the year.

Opportunity:

Oversee effective academic representation within Faculty/School.

Each Faculty/School has 2 rep positions.

Time Commitment:

- ★ Academic Exec Training
- ★ Board of Studies and Faculty/School Learning, Teaching & Quality Committee (approx. 1 per month on Wednesday afternoons) plus a half hour briefing and debriefing for each meeting with the SU.
- ★ Academic Executive Committee meetings every two weeks.
- ★ Academic Council twice a Semester.
- ★ Faculty Forum organised as you see fit.
- ★ In addition, time also should be set aside to liaise with Academic Reps, Faculty/School staff members, Students' Union Education Officer and other Student Union elected officials as well as relevant Student's Union staff.

Key SU Contacts:

SU Education Officer, Academic Representation Co-ordinator, Education Manager

Benefits:

- ★ Experience of representing the interests of a large group at a Faculty/School level.
- ★ Experience working with a diverse group of colleagues.
- ★ Develop an understanding of HE issues.
- ★ Gain the confidence and skills to achieve these goals.
- ★ Working with Senior Partners at high level committee meetings.
- ★ Attend an awards ceremony.

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:

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academicreps@bath.ac.uk

Website:

www.bathstudent.com/academicreps

Training & Support

Academic Exec Training, briefings and debriefings for all meeting, admin support for faculty forums, Academic Rep Weekly Update Newsletter, Online resources, access to SU data and reports.