# Role Descriptor

Academic Rep

**As an Academic Reps you are the key link between Academic Staff and students. You will be taking the student voice, no matter how big or small, straight to academic staff to discuss action and change to improve the student academic experience.**

## Duties and **Responsibilities**

1. **Gather and Represent Student Feedback**
   * Regularly collect academic feedback from your cohort.
   * Ensure feedback is accurate, balanced, constructive, depersonalised, and supported by evidence.
   * Clearly indicate when sharing personal opinions rather than collective feedback.
2. **Support Informal Issue Resolution**
   * Proactively engage with relevant staff to resolve academic concerns informally where appropriate.
3. **Engage in Committee Participation**
   * Attend Student-Staff Liaison Committee (SSLC) meetings which take place 4 times in the academic year.
4. **Collaborate on Broader Academic Issues**
   * Work with Department Reps and SU Officers to address wider academic matters affecting students.
5. **Complete Required Training**
   * Undertake all mandatory training modules provided by the Students’ Union to prepare for your role.
6. **Participate in Enrichment Opportunities**
   * Engage in optional activities such as SU Rep Roundtables (twice a year) and SU Rep meetings to enhance your impact and understanding of wider academic issues.
7. **Uphold Professional Conduct**
   * Treat all individuals at SU Bath and the University with respect and consideration.
   * Maintain confidentiality within the scope of your role.
   * If unable to attend Rep meetings or engagements, provide input in advance or send apologies and updates to ensure continuity.
8. **Ensure Continuity of Representation**
   * Notify the Postgraduate Officer, Education Officer, or SU Voice Team promptly if you are unable to continue in your role, so a replacement can be arranged.
9. **Be Accountable**
   * Understand that failure to meet these responsibilities may result in a discussion with the SU Voice Team regarding your continuation in the role.

## Skills Development Opportunities

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| Confidence X |  | Organisation/Planning X |
| Decision making |  | Communication X |
| Teamwork X |  | People management |
| Time management X |  | Problem Solving X |

Key SU Contacts

**SU Education Officer /** [SUeducation@bath.ac.uk](mailto:SUeducation@bath.ac.uk)

**SU Postgraduate Officer** / [SUpostgraduate@bath.ac.uk](mailto:SUpostgraduate@bath.ac.uk)

**SU Voice Team /** [su-voice@bath.ac.uk](mailto:su-voice@bath.ac.uk)