

Role Descriptor

Faculty Rep (PGT)

As a 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 Senior Management to develop positive change for students within your faculty.

Duties and Responsibilities

- Chair Faculty Forum to collect themes and common issues from Academic Reps across 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.
- Collaborate with staff and contribute to discussion at Boards of Studies and Faculty/School Learning and Teaching Committees to help develop the educational priorities of the Faculty/School.

Additional Responsibilities

- Attend and contribute to regular Executive Committee meetings.
 - Liaising with the Academic Reps within your Faculty/School and communicate emerging issues to the Exec Chair outside of meetings.
 - Contribute towards SU events and campaigns related to academic issues within your Faculty/School and the University.
 - Ensuring you read meeting papers and agendas in advance as well as consider policy change proposals on behalf of the Reps in your Faculty/School.
 - Represent the postgraduate taught student experience at an institutional level.
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Extra Information

Meeting Commitments & Training

Faculty Rep 101 Training / 1 ½ hours

Board of Studies / 3 – 4 per semester / 1 – 2 ½ hours

FLTQC / 3 per semester / 2 ½ hours

Faculty Forums / 1 – 2 per semester / 1-2 hours

PGT Executive Committee Meeting / 1 hour / 1 East Meeting Room (1.20)

- 21 October 2024
 - 3 December 2024
 - 4 March 2024
 - 23 April 2024
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Skills Development Opportunities

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

The SU provides additional development training for other skills you wish to develop. Please check our [Student Leader Hub](#) for more information.

Key Contacts

SU Postgraduate Officer / SUpostgrad@bath.ac.uk

SU Voice Team / su-voice@bath.ac.uk
