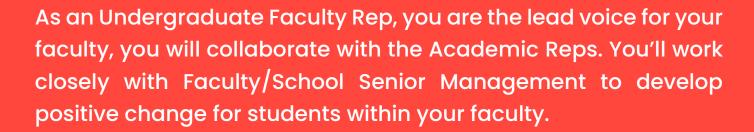
## **Role Descriptor**

# Faculty Rep

(UG)



#### **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 / 3 - 4 per semester / 1 - 2 ½ hours (only one rep will go)

Faculty/School Learning and Teaching Quality Committee / 3 per semester /

2 ½ Hours

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

Academic Exec / 2 - 3 per semester / 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 <u>student leaders development programme</u> for personal development training

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

#### Other:

communicating effectively in meetings, data collection, paper writing

#### **Key SU Contact**

SU Education Officer / SUeducation@bath.ac.uk

Academic Representation Team / academicreps@bath.ac.uk





