

## **FACULTY REPRESENTATIVE - ROLE DESCRIPTION**

*Note: This Role Description is under review and may be amended to reflect changes to the University's academic representation policies.*

### **Academic Representatives – Overview**

The Students' Union works in partnership with the University to jointly deliver a great educational experience. We want to ensure that students are valued partners in their education and able to shape their curriculum and learning experience.

Through our academic representative work, we amplify student voices, so they are fully empowered as partners in their University, shaping change in policy and procedures, ensuring Queen's students are provided with an exceptional educational experience.

Academic Reps are the students who represent the academic interests of students to the University. There are Academic Reps for each course, School and Faculty in the University.

They are all elected each year by the students they represent.

### **The Role of Faculty Representative**

Faculty Representatives are student volunteers at Faculty-level who represent views and opinions of students in that Faculty and who work in partnership with the University to meaningfully shape the educational experience.

Faculty Representatives work in consultation with Course Representatives, School Representatives and University staff to identify and discuss important issues; liaise with the Students' Union throughout the year; and sit on the Students' Union Council and may attend meetings of the Students' Union Executive Management Committee (non-voting).

The key goal of academic representation is to strive to continually improve students' education.

There are three types of Faculty Representative, in each Faculty:

- Undergraduate Faculty Representative – elected by undergraduate students in each Faculty to represent their interests.
- Postgraduate Taught Faculty Representatives – elected by postgraduate taught students in each Faculty to represent their interests.
- Postgraduate Research Faculty Representatives – elected by postgraduate research students in each Faculty to represent their interests.

### **The Expectations of Faculty Representatives**

In collaboration with your School Representatives, talk to the students in your Faculty and find out what they think about their modules, assessments, resources, and any other aspects of their educational experience.

Gather this feedback and ensure that the student voice is heard at Faculty-level committee meetings, or any other relevant forums.

Participate in Faculty Education Committee meetings throughout the year.

Attend other meetings in your Faculty throughout the year. (This could include other project committees.)

Ensure all students in the Faculty are aware of the discussions and decisions made at Faculty-level.

Maintain regular communication with the Students' Union on academic representation-related matters, quality assurance processes like the Education Awards, National Student Survey, Queen's Students' Survey, and lots of other representation opportunities. This includes Student Officer Undergraduate Education and Student Officer Postgraduate Education (as appropriate), School Reps and the SU Voice team.

Produce a brief 'newsletter' once a semester to summarise academic representation activities in your Faculty.

Brief the Students' Union on issues as they arise in your Faculty.

Supported by your Faculty and the Students' Union, undertake a project / activity which will improve the educational experience of students in your Faculty.

Attend all meetings of the Academic Board, a University-wide meeting composed of all School Reps, key academic staff, and the Pro-Vice-Chancellor for Education and Students.

Be a Students' Union Councillor and attend four meetings of Council over the year. (See the Councillor Role Description for more details.)

Attend meetings of the Students' Union Executive Management Committee over the year when you have issues to raise. (The Committee meets approximately every two weeks.)

Use Students' Union social media, blogs, and other digital tools to engage with students and promote your work. This may include managing Students' Union social media accounts.

Comply with Students' Union and University policies and procedures. (e.g. Data protection and diversity and inclusion policies, codes of conduct etc.)

Attend approximately one-day of training at the Students' Union after your election.

## **The Benefits of being a Faculty Representative**

The opportunity to make a real change for the better in your Faculty and beyond.

On-going training on all the real-life skills you will use as Faculty Rep.

Excellent experience working with peers and staff in a professional meeting environment.

A chance to develop your confidence, communication, and teamwork abilities.

Gain a real insight into the procedures and operations of the University.

Faculty Rep experience can be used to apply for Future Ready Award (Provider Verified Activity), no matter what year you are currently in. This then appears on your transcript when you graduate.

Lots of opportunities to get more involved with your Students' Union and to make your mark on the educational agenda here at Queen's.

## **Time and Commitment Expected of Faculty Representative**

It is important to remember that these are voluntary posts and that everyone has study, work, family, and other commitments. Different people will, depending on their circumstances, be able to make varying levels of commitment.

The level of time commitment required can vary throughout the academic year but is expected that a minimum commitment of four hours per week will be required. Outside of training and official meetings, many of duties of the role can be undertaken flexibly.

The role is considered to be a substantial volunteering opportunity in the Students' Union and University.

The Students' Union will attempt to be as accommodating as possible to individual circumstances. If elected, it is expected that you will participate in key committees meetings in your Faculty (including Faculty Education Committee meetings), attend as many of the six Council meetings of the year as possible and attend some meetings of the Executive Management Committee.

You will also be required to attend training, take time to read papers and materials before each meeting you attend and play a role in scrutinising the work of elected Students' Union Officers.

It is advisable that you also take time to get involved in Union campaigns which most interest you.

You can also stand for election to several internal Union and University Committees, including the Students' Union Management Board and the University Senate (governing body of the University).

If you need to step back from the role for a short period, you may do so and the responsibilities of the role will be allocated to other student representatives.

## **Recruitment – Standing for Election**

There are nine Faculty Representative positions in each of the three Faculties of the University. The three posts are:

- Undergraduate Arts, Humanities and Social Sciences Faculty Representative

- Undergraduate Engineering and Physical Sciences Faculty Representative
- Undergraduate Medicine, Health and Life Sciences Faculty Representative
- Postgraduate Taught Arts, Humanities and Social Sciences Faculty Representative
- Postgraduate Taught Engineering and Physical Sciences Faculty Representative
- Postgraduate Taught Medicine, Health and Life Sciences Faculty Representative
- Postgraduate Research Arts, Humanities and Social Sciences Faculty Representative
- Postgraduate Research Engineering and Physical Sciences Faculty Representative
- Postgraduate Research Medicine, Health and Life Sciences Faculty Representative

The undergraduate roles are open to undergraduate students within Each Faculty. All undergraduate students – not in their final year of study – can stand for election for Faculty Representative role in their faculty. All undergraduate students each Faculty can vote in the election.

The postgraduate taught roles are open to postgraduate taught students within Each Faculty.

The postgraduate research roles are open to postgraduate research students within Each Faculty.

Each Faculty Representative role is recruited by means of self-nomination and election.

Recruitment for Undergraduate Faculty Representative roles usually takes place in February / March of the preceding academic year.

Recruitment for Postgraduate Research Faculty Representative roles usually takes place in February / March of the preceding academic year.

Recruitment for Postgraduate Taught Faculty Representative roles usually takes place in September / October of each academic year.

#### How to stand for election

To stand for election, you need to complete a nomination form available from the Students' Union website. This form allows you to nominate yourself to stand for election for all positions to which you are eligible.

The link to the nomination form is available on [www.q-su.org](http://www.q-su.org).

After submitting your nomination, you can still withdraw your nomination if you change your mind about standing for election. You must do this before the nomination deadline.

Elections are held in accordance with the Students' Union's Election Rules.

### **Additional Information – Key Contacts**

More information is available on the Students' Union website: [www.q-su.org](http://www.q-su.org)

Any queries about the Students' Union, academic representation or the role of Faculty Representative can be emailed to the Students' Union SU Voice team: [su.voice@qub.ac.uk](mailto:su.voice@qub.ac.uk)