

## Role Descriptor

# Faculty Rep

(UG)



As an Undergraduate Faculty Rep, you are the lead voice for your faculty, you will collaborate with the Academic Reps. You'll work closely with Faculty/School Senior Management to develop positive change for students within your faculty.

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### 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

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## 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.

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## Skills you could develop

Check out our [student leaders development programme](#) for personal development training

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

Other:

communicating effectively in meetings, data collection, paper writing

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## Key SU Contact

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

**Academic Representation Team** / [academicreps@bath.ac.uk](mailto:academicreps@bath.ac.uk)

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