Falmouth Department Rep – Role Descriptor
Status: Academic Representative
Elected: By secret ballot by Falmouth students in the corresponding department

This is a voluntary role.

Term of Office:	One academic year (If the rep leaves university before term of office has completed, the rep will simply stand down from post).
Accountable to:	The students in their department and the course reps in their Student Staff Liaison Group.
Hours:	As the role requires and can be flexible dependent on studies.

Objectives:
- To work collaboratively with the University and The SU to support and facilitate the student representation system.
- Work with and support the Course Reps in your department to promote, gather, and deliver effective student feedback.
- Chair the Student Staff Liaison Group (SSLG), including:
    - Work with your Department Admin to write the agenda.
    - Promoting constructive dialogue in the meeting
    - Assigning and monitoring the completion of actions from the meeting.
- Discuss common academic concerns and ideas with the Head of Subject and seek to resolve these in a timely and informal manner when possible.
- Work with your department admin to organise meetings with reps when necessary.
- Be aware of common themes arising from student feedback within the department and share these with the Advocacy Team at The SU and your SSLG.
- Endeavour to make sure that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced.
- In collaboration with staff, keep course reps updated on the progress of feedback for sharing with the wider student community.

Attends:
- SU Department Rep Training
- Student Staff Liaison Group (SSLG) – Once a term
- Check ins with SU President Falmouth/SU Academic Representation team
- SU Big Rep Meeting
- Informal meetings with university academic staff, and/or the SU Academic Representation Team

Key Contacts
- SU President Falmouth
- SU Academic Representation & Advocacy Coordinator
- SU Course Reps (within department)
- Head of Subject
- Department Admin team