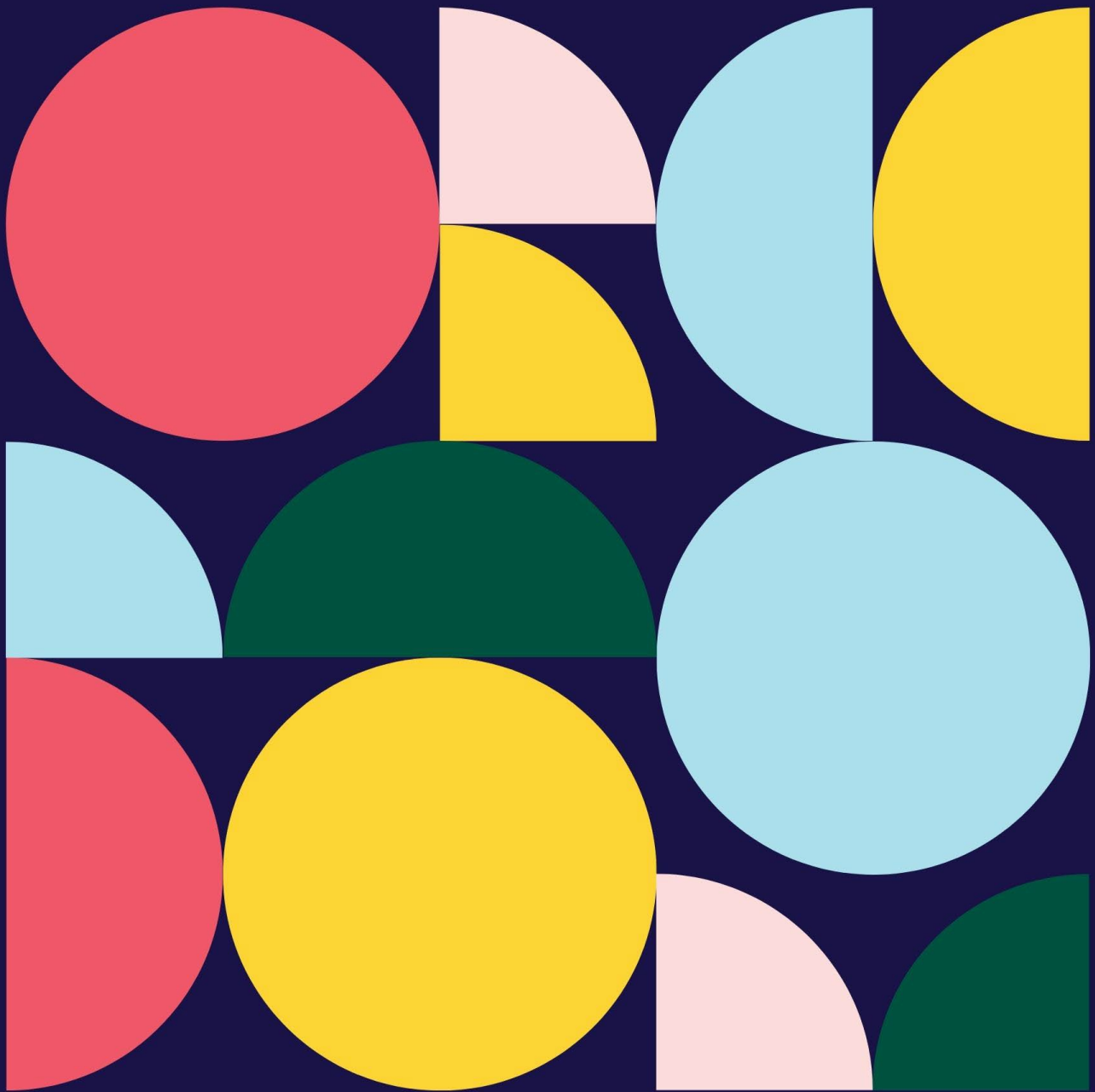




Undergraduate Faculty Representative

Role Description

Faculty Reps work with other academic reps, university staff and Bristol SU staff to improve the student academic experience. They do this by representing the issues and priorities of undergraduate students in their faculty to staff at both faculty and university level, and working with the Course Reps in their faculty.

Faculty Reps are also full voting members of Standing Committee and Student Council, ensuring that students in their Faculty have a voice in key SU decisions.

Altogether there are 18 Faculty Reps. Each of the six faculties has one for undergraduate students, one for postgraduate taught students, and one for postgraduate research students. Along with the Undergraduate Education Officer and Postgraduate Education Officer, they support a rep system of over 700 academic reps!

Core responsibilities as a Faculty Rep are:

To lead UG student representation in your faculty, through the academic representation system

- To keep abreast of student issues in your Faculty, and to actively seek the opinions of peers and other academic representatives
- To attend and chair/co-chair Faculty Student Staff Liaison Committee meetings (FSSLCs) approx. once a term
- To occasionally attend other Faculty-level committees, as appropriate
- To lead academic representative relationships with staff in Faculty Management, and to meet with them as appropriate
- To lead a community of academic representatives in your Faculty

To represent the Faculty's student interests and priorities, at University level

- To attend University's Senate meeting
- To occasionally attend other University level committees, as appropriate
- To feed information from any university-level meetings attended to Faculty level meetings and peers
- To liaise and work with Bristol SU Sabbatical Officers, particularly the UG and PG Education Officers
- To contribute to other ad hoc university consultations where relevant

To engage with Bristol SU's democratic structures, and attend relevant meetings and forums

- To attend Standing Committee with other Student Leaders to hold the Sabbatical Officers to account and develop proposals and motions as directed by Student Council
- To attend Student Council as a voting member, and vote on policies relating to issues and campaigns that affect students' experiences at university
- Attend the SU's Annual Members Meeting

Time commitment:

Faculty Reps spend an average of 2-3 hours a week on their role during term-time. This average includes fixed commitments (such as Faculty Student-Staff Liaison Committees or Student Council), and time spent proactively communicating with Course Reps, Faculty staff etc.

Fixed-time commitments are:

- FSSLC meetings – approx. once a term
- Standing Committee - once a month in term-time
- Student Council – twice a year
- Annual Members Meeting – once a year
- Regular one to one sessions with a Bristol SU Academic Rep coordinator – every 4 to 6 weeks

The position runs from June 2024 – June 2025.

If you are interested in standing for this role and want to know more about what it's like on a day-to-day basis, email bristolsu-representation@bristol.ac.uk.

What is the time commitment leading up to the election?

Ahead of the election, you'll need to commit some time to training and campaigning. You'll also need to write a manifesto, just a small brief as to why you want the role, by 29.02.2024 at 12pm.

1. The week before voting, we offer the following sessions – the Friday session is specifically aimed at Faculty Rep candidates, but you are welcome to come to other sessions that interest you.

Session	Date	In-person Time	Online Time
What do Bristol Students care about?	26.02.2024	11:00-12:00	18:00-19:00
Build your elections brand & campaigning	27.02.2024	11:00-12:00	18:00-19:00
Manifesto Writing and developing your Personal Statement	28.02.2024	11:00-12:00	18:00-19:00
Build your elections brand & campaigning	29.02.2024	12:00-14:00	n/a
Senior Rep: Know Your Role	01.03.2024	n/a	18:00-19:00

2. You'll need to attend our Rules Briefing on **Sunday 25.02.2024 at 13:00-16:00**. This is a **compulsory** session and you won't be able to run in the election if you miss it. We will also have a professional photographer come in towards the end of the session so you will have a chance to have your headshot taken!
3. Voting week runs from 04.03.2024 to 07.03.2024 and this is also your time to campaign. We highly recommend you going out and talk to as many students in your Faculty as possible to enhance your chances of winning. Only students in your faculty will be able to vote for you.
4. We will be letting you know the results on 08.03.2024 in the SU Living Room. You're welcome to bring your friends/campaign team along with you and there will be SU staff to offer support should you need it.

