University of Sheffield Academic Representative Role Descriptors

An academic representative is the overall title for all forms of student academic representation at the University of Sheffield. Within this, academic reps can take on various roles, each of which has varied levels of responsibilities. All undergraduate and postgraduate students may become a rep. The different roles will be explained below:

Role Title: Course Representative

Role Purpose: Course reps exist for the representation of students on a course year. Course reps will communicate the view of their peers to department staff through student staff committees (SSCs) and informal reporting structures.

Duration of role: November 2017 – June 2018

Time Commitment: 1 hour per week

Responsibilities:

- Find out what students on your course think about their educational experience.
- Ensure the views of students are heard and that their ideas are shared with the department.
- Attend Student Staff Committee meetings (SSCs) to further represent the views of students and report any outcomes made or actions that will be taken.
- Work alongside your departmental and faculty reps to ensure ideas are shared on a wider departmental or faculty level.
- Complete Students’ Union’s training.
- Keep the Students’ Union updated on any concerns you feel aren’t being addressed in your department.

Benefits:

- Develop skills in communication, negotiation and leadership.
- Access to training and support from the Students’ Union.
- A chance to make change within your year group and course.
- An in depth understanding of how your department and the university operate.
- Work alongside likeminded students and staff who want to improve education at Sheffield.
- Counts towards HEAR accreditation (UG only) and the Sheffield Graduate Award (UG & PG).

Other Opportunities:

- To be involved in campaigning to improve students’ education.
- The chance to join the Students’ Union Education Committee and represent your faculty.
- The chance to collaborate with departmental societies on events and projects.
- To take part in democratic consultation with wider University schemes such as focus groups.
- Periodic reviews by your department that, on occasion, offer remuneration or incentives.
Role Title: **Student Staff Committee Chairs (SSC Chairs)**

**Role Purpose:** SSC Chairs help co-ordinate fellow academic reps and university staff during SSC meetings or similar meetings as requested. They ensure relevant matters are addressed throughout the meeting and that any agreed action points are followed up. Often SSC chairs are appointed from the current group of elected course reps (or faculty reps) during the first department SSC of the year.

Depending on your department (or faculty), this role may last for an entire academic year or you may divide up the responsibility per SSC meeting between other course reps.

The following responsibilities are shared for both course level SSC and faculty level SSC chair.

**Duration of role:** November 2017 – June 2018 OR rotation system per SSC meeting.

**Time Commitment:** 1 hour per week

**Responsibilities:**

- Enable both students and staff have their voice heard during SSCs by facilitating discussion.
- Encourage students and staff to work together in SSCs to develop the student experience.
- Work with staff to create an agenda for each SSC meeting and prepare to speak on each agenda topic.
- Agree action points at the SSC and delegate these to members of the SSC accordingly.
- Follow up on agreed action points prior to the following SSC meeting so that updates may be provided.
- Complete Students’ Union training.

**Benefits:**

- Develop skills in communication, negotiation and leadership.
- Access to training and support from the Students’ Union.
- Deliver on specific projects within your department or faculty across the year.
- An in depth understanding of how your department and the university operate.
- Work alongside likeminded students and staff who want to improve education at Sheffield.
- Counts towards HEAR accreditation (UG only) and the Sheffield Graduate Award (UG & PG).

**Other Opportunities:**

- To be involved in campaigning to improve students’ education.
- The chance to join the Students’ Union Education Committee and represent your faculty.
- The chance to collaborate with departmental societies on events and projects.
- To take part in democratic consultation with wider University schemes such as focus groups.
- Periodic reviews by your department or faculty that, on occasion, offer remuneration or incentives.
Role Title: **Departmental Representative**

**Role Purpose:** Departmental representatives are students that take on additional roles of representation within their department outside of Student Staff Committees (SSCs). These roles typically involve representing students on departmental committees such as learning and teaching committees, board of studies and health and safety meetings.

**Duration of role:** November 2017 – June 2018

**Time Commitment:** 2-3 hours per week

**Responsibilities:**

- Sit on a range of departmental meetings dependent on the structure of the individual department.
- Prepare for these meetings by reading the relevant agendas and papers.
- Ensure the views of students are heard and that their ideas are shared with the department within the context of these meetings.
- Work alongside your course and faculty reps so that ideas and issues discussed in these meetings are shared on a wider departmental or faculty level.
- Complete Students’ Union’s training.
- Keep the Students’ Union updated on any concerns you feel aren’t being addressed in your department.

**Benefits:**

- Develop skills in communication, negotiation and leadership.
- Access to training and support from the Students’ Union.
- The opportunity to make change within your department and faculty.
- An in-depth understanding of how your department and University operate.
- Work alongside likeminded students and staff who want to improve education at Sheffield.
- Counts towards HEAR accreditation (UG only) and the Sheffield Graduate Award (UG & PG).

**Other Opportunities:**

- To be involved in campaigning to improve students’ education.
- The chance to join the Students’ Union Education Committee and represent your faculty.
- The chance to collaborate with departmental societies on events and projects.
- To take part in democratic consultation with wider University schemes such as focus groups.
- Periodic reviews by your department that, on occasion, offer remuneration or incentives.
Role Title:  Faculty Representative

Role Purpose:  Faculty representatives are involved in enhancing the student experience across the Faculty community and feeding student views into future planning through Faculty Student Staff Committee Meetings (FSSCs).

Duration of role:  November 2017 – June 2018

Time Commitment:  3-4 hours per week

Responsibilities:

- Feeding the student voice into faculty level agenda setting and policy, supporting and consulting with the faculty’s team of Student Associates in Learning and Teaching, and devising and proposing policy to be considered at the Faculty level.
- Attending wider faculty committees such as learning and teaching committee and faculty executive board.
- Gain feedback from your department course reps and departmental reps to ensure the views of students are heard and that their ideas are shared with the faculty.
- Provide feedback on any on-going changes to your respective departmental course reps so that these ideas may be shared at departmental SSCs.
- Complete Students’ Union’s training.
- Keep the Students’ Union updated on any concerns you feel aren’t being addressed in the faculty.

Benefits:

- Improve your debating and public speaking skills for both staff meetings and consulting students. Develop leadership skills by working with staff, reps and students.
- Access to training and support from the Students’ Union.
- An in depth understanding of how your faculty and University operate.
- Work as a team with staff and students on large projects such as consultation pieces or faculty papers.
- Learning to influence and improve Faculty and University systems through collecting data and providing your knowledge as a ‘student expert’ within the University experience.
- Work alongside likeminded students and staff who want to improve education at Sheffield.
- Counts alongside HEAR accreditation (UG only) and the Sheffield Graduate Award (UG & PG).

Other Opportunities:

- To be involved in campaigning to improve students’ education.
- The chance to join the Students’ Union Education Committee and represent your faculty.
- To take part in democratic consultation with wider University schemes such as focus groups.
- Periodic reviews by the faculty that, on occasion, offer remuneration or incentives.