1. UG Faculty Reps are trained by the Students’ Union
2. Recruitment drives for first year UG & PG Academic Reps
3. Returning Academic Reps & Faculty Reps help with recruitment, attend initial meetings with department/faculty
4. Successfully recruited academic reps are provided online core training by the SU to complete

1. SU and University Academic Rep Master Classes Run

Semester 1

**September**

1. UG Faculty Reps are trained by the Students’ Union
2. Recruitment drives for first year UG & PG Academic Reps
3. Returning Academic Reps & Faculty Reps help with recruitment, attend initial meetings with department/faculty
4. Successfully recruited academic reps are provided online core training by the SU to complete

**October**

1. Elections for PG Faculty Representatives
2. PG Faculty Reps are trained by the Students’ Union
4. First Student Staff Committee meetings (SSCs) begin.
5. First Faculty Student Staff Committee meetings (FSSCs) begin

**November**

1. SU Academic Representation Coordinator support departments and faculties with final recruitment for any empty positions
2. Additional SSC and FSSC meetings. Continued support by SU for SSC pre-meets

**December**

1. Additional SSC and FSSC meetings. Continued support by SU for SSC pre-meets
2. Academic Rep socials or celebration events planned
Semester 2

**January**
1. Exam Season (no meetings or events run)

**February**
1. Additional SSC and FSSC meetings. Continued support by SU for SSC pre-meets
2. Encouraging Academic Reps to run in Students’ Union elections

**March**
1. SU Officer Elections

**April**
1. Recruitment for returning Academic Representatives
2. Elections for UG Faculty Representatives
3. Additional SSC & FSSC meetings. Continued support by SU for SSC pre-meets
4. Easter Break

**May**
1. Final SSC/FSSC meetings of the year.
2. Deadlines for HEAR information from departments.
3. Recruitment for returning Academic Representatives.
4. Exam Season

**June**
1. HEAR Processing
2. Annual Reporting on Departmental SSCs and Faculty SCS
3. Successfully recruited returning academic reps are provided online core training by the SU to complete
4. Break for the summer
5. Postgraduate SSC meetings continue over summer until September
### Academic Rep Positions

<table>
<thead>
<tr>
<th>Positions</th>
<th>How many?</th>
<th>When are they recruited?</th>
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</table>
| **Academic Representatives** | 1. Normal minimum of 2 per year, per course.  
2. There does not need to be a limit, ideally 1 rep to every 15 students.  
3. Volunteer Role (no election required).  
4. Programme based, dependent on context of the department.                                                                 | 1. September - October: First Year UG & PGT  
2. April - May: Returning Students                                                                                         |
| **Faculty Representatives** | 1. Minimum 1 UG & 1 PG per department.  
2. Faculty Representatives are selected by the academic reps within a department.  
3. Faculty Committee meetings allocated to Faculty Reps at first FSSC, usually in November.                       | 1. September - November: PGT selection  
2. April - May: Returning Reps selection  
3. To note: In 2018/19 ALL faculty reps will be selected in Sept - Nov                                                  |
| **Education Committee**     | 1. 1 Per Faculty Minimum - run via election to postions.  
2. Open invites to Academic Representatives.  
3. SU Democratic Structure for Academic Representation.                                                                   | 1. May - AGM for Education Committee  
2. To note: In 2018/19 Education Committee Faculty Positions will be elected in Oct - Nov                        |

### Additional Roles:

| University Level Committees (Such as Student Engagement Steering Group & Learning & Teaching Committee) | 1. Agreed within the context of committee charters.                                                                 | 1. September - October: University Committees allocated. |