Faculty Representative Role Descriptor

A Faculty Representative (Faculty Rep) is an Academic Representative elected or appointed by their fellow Academic Reps at a Student Staff Committee meeting or equivalent. They are involved in enhancing the student experience across the Faculty and in some instances, the University and Student Union community. They are a bridge between Academic Representatives and Faculty decision making.

Faculty Representatives are supported in their role through an extensive training programme provided by the Students’ Union. Staffing support from the Faculty and Students’ Union Academic Coordinator is also provided.

**Time Commitment:** 3 hours per week, term time only.

**Core responsibilities of Faculty Representatives**  
By becoming a Faculty Representative an Academic Rep will do the following:

- Complete Faculty Representation training, provided by the Students’ Union.
- Attend Department Student Staff Committees and share views to the Faculty.
- Attend Faculty Student Staff Committees and represent your Department.
- Engage in Faculty matters such as student engagement, good practice and Faculty agenda and policy setting.
- Ensure Academic Representatives are informed and consulted on faculty wide decisions that may impact their department.

**Additional Opportunities**

Alongside core responsibilities Faculty Representatives will have the opportunities to engage in wider Faculty and Students’ Union activities.

**Please note:** These extra opportunities are not compulsory or expected of Faculty Representatives:

- Chair or co-chair Faculty Student Staff Committee meetings.
- Devise and propose policy alongside Academic Reps at Faculty Level.
- Attend wider Faculty or University committees as appropriate.
- Participate in the Students’ Union Education Committee and University Student Engagement Steering Group to improve the Academic Representation System.

Faculty Representatives are critical student leaders at Sheffield and are at the heart of the academic partnership between the Students’ Union and University.

Any questions regarding the Academic Representation Role Descriptor can be sent to the Students’ Union at: academicreps@sheffield.ac.uk