Academic Representation Recruitment
Guidance

Overview:

The following is guidance regarding key dates for the recruitment of Academic Representatives for the 2018/19 academic year. Please be aware that this guidance is built to support a variety of departments across the University. As such, this guidance is general. If your department will struggle to meet any of the below, or you feel that you have historical agreements with the Students’ Union please get in touch at: scott.dawson@sheffield.ac.uk

Academic Representation Recruitment Guidelines:

As outlined in the benchmarking and department guidance information, the following approach to Academic Representation is suggested:

- Academic Reps are nominated by volunteering rather than elections.
- There is no cap on the maximum number of reps.
- There ideally should be a minimum of two reps per year group.
- Academic Reps can be recruited at any time in the year but there will be two general recruitment windows (Sept – Oct & Apr – May).

If you have a local approach to recruiting Academic Representatives that works for you, such as elections or restricted numbers feel free to continue this. The above is a suggested approach. However, there must still be adequate representation for students within the department. Refer to the benchmarking documentation for further support.

Deadlines for Semester 1 recruitment:

We suggest that you recruit your Academic Reps between the following dates

- Monday 17th September (Intro Week) – Friday 19th October (Week 4)

How should Academic Rep volunteer information be stored?

Students either who volunteer directly to you or see promotion about the role will need to register through the Academic Rep ‘I want to be a rep’ form, found on the Students’ Union website. The Students’ Union will then provide a link to training which the student must complete to have their role as a rep confirmed.

How do I know who my Academic Representatives are?

As we have removed the Academic Rep database admin this year, the SU will provide you with access to the back pages of the sign up form separately.