Academic Representation
Recruitment Guidance

Overview:

The following guidance provides support regarding key dates for the recruitment of student Academic Representatives for the 2019/20 academic year. Please be aware that this guidance exists to support a variety of departments from across the institution and as such, the information is not specific. If you feel your department will be unable to meet any of the requirements below please get in touch with the Students’ Union at: scott.dawson@sheffield.ac.uk

Academic Representation Recruitment Guidelines:

As outlined in the benchmarking and department guidance information, the following approach to recruiting academic reps is suggested:

• Any student can become a rep by ‘volunteering’ rather than elections.
• There is no suggested cap on the maximum number of reps.
• There should be ideally a minimum of two reps per year, per programme.
• Students can become reps at any point, but most should be recruited in October 2019 and April/May 2020.

If you have a local approach to recruiting academic reps that works for your department, such as elections or a cap on numbers that is fine. The recruitment guidance is a suggested approach. However, there must still be adequate representation for students within the department. Please refer to the “Academic Rep Benchmarking Toolkit” for further support.

Deadlines for Semester 1 Recruitment:

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

• Monday 23rd September (Intro Week) – Friday 25th October (Week 4)

How do students volunteer to become an Academic Representative?

Students, either who volunteer directly through your department or find out through centralised marketing must register through the Students’ Union “I want to be an Academic Rep form” on the Students’ Union Website.

How do I know who my Academic Representatives are?

The Students’ Union provide access to your department database separately. If you have not received this, please contact us at: scott.dawson@sheffield.ac.uk