

UUSU



STUDENT  
VOICE

Leadership  
Elections

FACULTY REP

ROLE OVERVIEW



[uusuu.org/student-voice/elections](https://uusuu.org/student-voice/elections)

## FACULTY REP

## ROLE OVERVIEW

**Our 800 course reps and 30 school/department reps volunteer to represent the student voice at Ulster. Faculty Reps provide the next platform of student representation, elected to convene the student voice at a higher level across their faculty. Having already gained experience as course rep or school/department rep, faculty reps represent the student voice at senior level committees with their full time UUSU Officer. This group of engaged students will also be involved in quality assurance mechanisms such as revalidation to ensure student opinion is relevant and accurate in this process.**

### How many Faculty Reps do we need:

We need one rep for each faculty; Arts, Humanities & Social Sciences; Computing, Engineering and the Built Environment; Life & Health Sciences and Ulster University Business School.

### Supporting you in the role:

Responsibility for the management, support and development of our rep structure and ensuring the student voice is heard, lies with your Students' Union.

Your Associate Dean for Education will be your academic point of contact, working with you to ensure the best student experience possible within the Faculty.

### What it involves:

- Gather the wider views of the student population through liaising with your School/Department Reps;
- Provide leadership and support for School/Department Reps within your Faculty;
- Represent the student voice within your Faculty at the appropriate level;
- Enhancing the student academic

experience by ensuring student opinion is relevant and accurate in quality assurance processes;

- Research and suggest improvements the student learning experience with your faculty;
- Promote and communicate your role within UUSU and the University to all students within your School/Department;

**FACULTY REP**

**ROLE OVERVIEW**

**Time Commitment**

As a guide, here is how we estimate the hours you need to be able to give to the role each semester.

Area	Purpose	Hours
Revalidation Units x 1 each semester	Enhancing the student academic experience by ensuring student opinion is relevant and accurate in this process	<b>10</b>
Faculty level informal feedback/meetings	Facilitating and communicating student opinion and feedback to each Faculty team	<b>6</b>
UUSU informal feedback/meetings	Facilitating communicating student opinion and feedback to student body through the student voice framework	<b>4</b>
Research time including:	<ul style="list-style-type: none"> <li>• Meetings with Reps and staff</li> <li>• Reports on each of the above key priorities</li> <li>• Issue tracking and feedback</li> </ul>	<b>10</b>

As the expected level of commitment in this role will be greater than our other volunteer rep positions we will provide a bursary of £300 per academic year.

**Evidence of time commitment to role required for payment**

**Benefits for You**

- You will have the opportunity to communicate and network with a large, diverse range of students and with senior level staff across the University and UUSU;

- You will gain and refine skills such as improved communication, assertiveness, negotiation and delegation, which as well as looking good on your CV will also enhance you future employability;
- We will provide an annual bursary of £300.

## FACULTY REP

## ROLE OVERVIEW

**Your Key Tasks**

- Attend UUSU Faculty Rep Training;
  - Support, inform and represent issues raised at school or departmental level, and gather opinion through regular meetings, emails or other forms of communication with reps.
  - Regularly liaise and report back each semester to the Students' Union Academic Representation Coordinator and Students' Union Staff on issues raised or suggested enhancements for your faculty or the wider student body;
  - Attend Ulster University/UUSU meetings relative to the role, for example
    - Faculty Board meetings
    - Senior Committee meetings
    - UU/UUSU joint forum meetings
    - UUSU Student Voice campus meetings
- \*attendance at these meetings will be determined by your availability
- Represent student opinion as panel member for a minimum of two revalidation units each year (one per semester);
  - Work with UUSU team on delivering your Student Voice Conference each year
  - Network and communicate regularly with your Faculty Associate Dean (Education);
  - Research and collate faculty feedback for the UUSU Annual Student Voice report;
  - Actively promote the roles of Course, School/Department and Faculty Reps to all students, including how to use the Student Voice framework at Ulster to best address academic problems and to create positive change.

For more information on what's involved contact:

**Naomi Browne,**  
Academic Representation  
Coordinator

**[n.browne@ulster.ac.uk](mailto:n.browne@ulster.ac.uk)**

