

CANDIDATE BRIEFING PACK

# SCHOOL/DEPT & FACULTY REP ROLES



# CANDIDATE BRIEFING PACK

# LEADERSHIP ELECTIONS

## Key Dates



### NOMINATIONS OPEN

Mon 27th January 2025 (9am)

### NOMINATIONS CLOSE

Friday 7th February 2025 (4pm)

### NOMINATIONS INFO SESSION (online)

Wednesday 29th January 2025 (2pm)

Tuesday 4th February 2025 (10.30am)

Thursday 6th February 2025 (7pm)

Click [here](#) to sign up for info sessions!

### CANDIDATES' INFO SESSION (online)

Tuesday 11th February 2025 (1.30pm)

### CAMPAIGNING BEGINS

Friday 21st February 2025 (6pm)

### VOTING

Opens: Tuesday 4th March 2025 (9am)

Closes: Thursday 6th March 2025 (4pm)

### RESULTS PARTY

Thursday 6th March 2025 (8pm)

Bannview Social, Coleraine Campus

(live results streamed)

Helping you  
develop a manifesto  
& providing an  
introduction to  
campaigning.



**NOMINATE**

**CAMPAIGN**

**VOTE**

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# Section One

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## INTRODUCTION

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UUSU is membership led. Our Academic Reps are elected from over 26,000+ students across Ulster University courses and programmes. School/Department and Faculty Reps volunteer their time to ensure the collective student voice is represented formally and informally at a higher level.

There are currently 32 School/Dept and 4 Faculty positions available. An overview of each role is included in this candidate pack. If elected, you will be offered training and development opportunities throughout your time in post. You will also have assigned academic staff lead who, along with the UUSU student officer Student Voice teams, will provide all the wrap-around guidance and support you'll need.

## Leadership Roles

### SCHOOL/DEPT REPRESENTATIVES

**School/Department Representatives provide a focused point of contact between Course Reps, the Students' Union and academic members of staff (Student Advocates).**

In this role, School/Dept Reps lead the student voice above course-level representation by ensuring that all student voices are heard, respected and valued. Progressing issues past course level and feeding up to faculty, School/Dept Reps contribute to an inclusive student learning experience. Building key skills in networking, mediation, signposting and professional communication, the School/Dept Rep role also provides excellent experience for many career pathways.

Every year we recruit up to two School/Dept Reps for each School or Department.

32

School/Dept Reps

4

Faculty Reps

### FACULTY REPRESENTATIVES

**Faculty Representatives work at the highest level of the student voice volunteer team. Overseeing and representing all students and reps within their faculties, Faculty Reps are the student voice at senior level committees with their full-time UUSU Officer.**

Specifically involved in course revalidation, the Faculty Rep has crucial input into quality assurance within the university. In this role, Faculty Reps lead the student voice above course and school/dept levels by ensuring that all student voices are heard, respected and valued. Building key skills in leadership, mediation, signposting and professional development, the Faculty Rep role provides excellent experience for many career pathways.

Across the entire university, we recruit four Faculty Reps each year.

## Section Two

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### WHAT'S NEXT?

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To help you decide whether to self-nominate as a School/Dept or Faculty Rep, please read the detailed role descriptions in the appendix (at the end of this document).

You can also speak with the Student Voice Academic Coordinator, Dr Paul Frazer ([p.frazer@ulster.ac.uk](mailto:p.frazer@ulster.ac.uk)) for further advice and guidance.

Please also keep your diary free on the **11th February at 1.30pm** for our Candidate Information Session. Here you will receive more detailed information about the role expectations and opportunities, and have the opportunity to ask SU staff members questions about the process and role. Candidate will receive an invitation from the Elections Team.

### Eligibility

To nominate for School/Dept or Faculty Rep, you must be registered as a UU student for the forthcoming academic year.

In all but exceptional cases, it is an expected requirement that candidates for School/Dept and Faculty Rep have had prior experience as a Course Rep or similar representational role.

**Represent • Connect • Support**

# BRIEFING PACK

## NOMINATE YOURSELF

Nominating yourself could not be easier. There are no reams of paperwork to go through, you simply complete the process online at [uusuu.org](https://uusuu.org)

**Checklist** for nominations:

-  300-word max manifesto.
-  Poster is optional.  
PDF format
-  Profile photo ready to upload.  
PNG or JPG format
-  Design material (optional).

Step 1



Go to [uusuu.org](https://uusuu.org), mouse over **'VOICE'** and click **'Elections'** in the dropdown this will take you to [uusuu.org/student-voice/elections/](https://uusuu.org/student-voice/elections/)

Step 2



Click **'Nominate Yourself'** if you haven't already logged in, you'll be asked to do so. This login is the same as your Uni Portal login.

Step 3



Once logged in select the position you want to run for example:  
**School / Faculty or Officer post.**

Step 4



Once you have selected the position you will see **'Stand'** in yellow above it. Select and confirm your name and email address and to write a manifesto and tagline

Step 5



Once you have selected the position and confirmed name email manifesto etc click **'Confirm'**. Congratulations you are now a candidate.

Any problems? Contact [elections@uusuu.org](mailto:elections@uusuu.org)

# Campaigning

## YOUR ELECTION MATERIAL

The SU provides candidates with a limited amount of campaign material to help publicise your manifesto across our campuses. We also help to support your campaign through provision of professional social media templates for you to personalise and share.

For this, we need a high-resolution profile photograph to accompany your 300 word manifesto statement – please spell-check thoroughly!

Our website will then host your manifesto and graphics, providing you with a key homepage for any social media campaigning that you decide to do. Please refer to the social media guidelines in Appendix Two ('Code of Conduct for Elections') of this document. If you have any questions, please contact Mark: [elections@uusu.org](mailto:elections@uusu.org)

### Remember:

All of your election material must include:

- Your name and the role you are running for
- The dates when students can vote
- Instructions on how to vote

**Manifesto ideas will be offered at nominee information sessions**

## Section Three

### VOTE DAYS

**We will have our website clearly demonstrating where and how to vote for polling days and students will be required to login to vote – again using their UU credentials.**

We monitor the votes as they are cast in terms of coming from devices, we do not have access to any individual votes but we can identify if a large number of votes are being cast from one device.

Periodically we will update a page on our website showing in real-time the number of votes cast for each role and the profile of voters – for example how many from each faculty have voted etc.

It is unlikely that anyone logging in will have any problems casting a vote, but you should feel free to contact Mark with the B number of the student having difficulties or ask them to contact [elections@uusuu.org](mailto:elections@uusuu.org) themselves and we will work to resolve as quickly as possible.

### AFTER THE ELECTION

When the polls close, only one member of staff in the Union can access the results via software provided by our IT service. That member of staff will conduct the counting of votes electronically and note transfers and exclusions.

Our Marketing team will be sent the results of each contest and provide relevant graphics in an election result event held on the same night. We can provide full count sheets to candidates following the event if they request them.

The results will be made public only at that event held online and then published on [uusuu.org](http://uusuu.org) and across our social media alongside graphics declaring the winners in each contest.

## SUPPORT AVAILABLE

We understand that putting yourself forward for a contest can be challenging especially if this is your first time stepping into an election. Remember UUSU staff are available throughout the election process to help answer questions and signpost to support should you feel you need it.

We are available through the election process to signpost you to support should you feel you need it. We are available also for advice on processes, rules and ideas – for obvious reasons we will not engage in any campaign-specific conversations out of these circumstances and are totally independent.

### **Mark Francos**

Deputy Returning Officer  
[elections@uusuu.org](mailto:elections@uusuu.org)

## YOU GOT ELECTED!

### **So, you're a School/Dept or Faculty Rep!**

If you are elected to the role you have contested, congratulations! Relevant staff in the Student Voice team and across the organisation will meet with you to discuss the next steps to help you get to know the inner workings of the organisation and how your manifesto commitments



### SCHOOL/DEPARTMENT REPRESENTATIVE: ROLE DESCRIPTION

#### WHAT IT INVOLVES

As a School/Dept Rep you will attend UUSU Rep training, with especial emphasis on the role of student representatives in relation to equality, diversity and the student experience. You will also work with and support your Course Reps by identifying training and support needs and keeping up to date with current student issues. Annually you will feed into the UUSU Student Voice Report and form part of the Learning and Teaching Awards panel. Where appropriate, you will also attend school and faculty board meetings and relevant sub-committees.

#### SUPPORTING YOU IN THE ROLE

You will be supported by the [UUSU Student Voice team](#) and by your School/Department's academic Student Advocate. You and your [Faculty Rep](#) will also support each other through your experience as students and elected student representatives. UUSU will also work in partnership with your Head of School or Department to ensure that you are prepared and valued in your role.

#### TIME COMMITMENT

You should expect to give at least 30 hours per academic year (approx. one hour per week) to the role. The time required will vary according to the school/dept size and the number of meetings you are required to attend.

#### ELIGIBILITY

To nominate for School/Dept or Faculty Rep, you must be registered as a UU student for the forthcoming academic year. In all but exceptional cases, it is an expected requirement that candidates for School/Dept and Faculty Rep have had prior experience as a Course Rep or similar representational role.

## FACULTY REPRESENTATIVE: ROLE DESCRIPTION

### WHAT IT INVOLVES

By attending specialised UUSU training, you will learn how to effectively research and gather information on the student experience within your faculty. You will work with your School and Dept Reps to keep up to date with student issues, feeding back into UU's quality assurance process through course revalidation panels. Annually, you will also contribute to the Student Voice Report. By working closely with your Faculty Associate Dean for Education and the SU VP for Education, you will also attend a range of meetings, from Faculty Board, Senior Committee, and Student Voice, to UU/UUSU Joint Forum meetings.

### SUPPORTING YOU IN THE ROLE

You will be supported by the [UUSU Student Voice team](#) and by your faculty's Associate Dean for Education. You will also work closely with the SU Vice President for Education, and benefit from the mutual support of the School/Dept Rep network within your faculty.

### TIME COMMITMENT

Faculty Reps are expected to devote at least 30 hours to their roles each semester. Because the expected commitment to this role is more significant than our other volunteer positions, UUSU can provide an annual £300 bursary to each of its Faculty Reps. Evidence of time committed to the role will be required before payment of the bursary can be authorised.

### ELIGIBILITY

To nominate for School/Dept or Faculty Rep, you must be registered as a UU student for the forthcoming academic year. In all but exceptional cases, it is an expected requirement that candidates for School/Dept and Faculty Rep have had prior experience as a Course Rep or similar representational role.

## THE CODE OF CONDUCT FOR ELECTIONS

## Appendix Two

### AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH THE ULSTER UNIVERSITY STUDENTS' UNION (July 2023)

**Nominated Candidate's Name**

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**In the Election for the position of**

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agree to abide by the following regulations and communicate said Regulations to all individuals who by association are seen to be promoting our Election Campaign.

**(A proven breach of any Regulation will result in the Returning Officer disqualifying the Candidate).**

- 1** All candidates and their election teams are subject to the regulations stated in this Code of Conduct, Election Rules, UUSU Bye Laws and any UUSU or UU Good Relations policies.
- 2** No statements or representations can be made by the Candidate or his/her representatives to any press or media outlet with regard to any aspect of the election process of candidature without the written permission of the Returning Officer or a Deputy Returning Officer (DRO).
- 3** Contact details and telephone numbers, supplied by the Returning Officer or DRO, will remain confidential.
- 4** Candidates and their representatives will not employ the use of materials expressly disallowed by Union or UU estates guidance which will be issued to all candidates.
- 5** Candidates and their representatives will, at all times, conduct themselves in a manner that does not bring the Union or University into disrepute. Reference will be given to the UUSU Media guidelines.



*continued*

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## THE CODE OF CONDUCT FOR ELECTIONS

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- 6** During the Election Campaign period, Candidates and their representatives will not engage in any act or omission which infringes on the personal safety and well-being of other Election Candidates and their supporters including written, verbal, physical abuse and/or intimidation or which breaches published University and Union Regulations whether online or off-line.
- 7** The Candidate and their representatives will abide with all requests issued by the Returning Officer and/or Deputy Returning Officer in regard to any aspect of their Election activities/omissions or they will face disqualification.
- 8** The Candidate and their representatives will not cause obstruction to pedestrian or vehicular traffic, nor enter restricted areas surrounding information stations nor act in a manner which may threaten or restrict other students' personal space.

- 9** The Returning Officer may disqualify or penalise candidates who violate or persistently transgress any of the regulations for the Conduct of Elections including the Agreement for the Conduct of Election Campaigns. The decision of the Returning Officer is final in regard to breaches of these rules.

[View electoral bye-laws here](#)

**SIGNED**

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(CANDIDATE)

**WITNESSED BY**

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(RETURNING OFFICER OR HIS/HER NOMINEE)

**DATE**

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