

# Student Leader Faculty Officer

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## About volunteering with SUSU:

The Union's mission: **unlocking the potential and enriching the life of every student.** As a student-led organisation the hard work and dedication of our student volunteers is vital to our mission.

We have more than 450 academic representatives who volunteer with SUSU alongside studying for their degree. Faculty Officers are the senior reps in their faculty and take overall responsibility for academic representation and report to the Union's Vice President Education. They lead and manage their Department and School Presidents and are responsible for ensuring consistent and strong representation. They meet regularly with the Associate Dean (Education) for their Faculty and sit on Faculty Education meetings.

Faculty Officers also sit on the committee for the Education Zone, this area of SUSU focuses on **representing students' academic interests.** You will be a voting member able to influence the changes we make at the Union to benefit students.

We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

While volunteering with the Union as a Faculty Officer, your role in this mission is described below.

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## The main purpose of your role:

- 1) To act as the lead representative for your Faculty.
- 2) To facilitate a positive relationship between University and Student representatives.
- 3) To encourage participation in University-wide initiatives aimed at enriching the student experience.

## The main responsibilities of your role:

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# Student Leader Faculty Officer

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## **To act as the lead representative for your Faculty**

- To lead and provide the main point of contact for all the School and Department Presidents within your Faculty.
- To obtain student feedback on a range of issues relating to academic experience and sit on the Education Zone committee.
- To report on any changes and improvements to the student body and VP Education.

## **To facilitate a positive relationship between University and Student representatives**

- To sit on Faculty Education meetings.
- To meet regularly with the Associate Dean Education and other relevant staff members within your Faculty.
- To regularly review student feedback alongside the University and identify areas for improvement.

## **To encourage participation in University-wide initiatives aimed at enriching the student experience**

- To meet regularly with other Academic Representatives to plan and share ideas.
- To participate in University-wide consultation pieces as decided by the SUSU Education Zone and VP Education.
- To encourage all students to participate in such events.

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## **Where can you find guidance?**

### **Sabbatical Officer:**

Sam Dedman, at [vpeducation@susu.org](mailto:vpeducation@susu.org)

### **Representation Coordinator (Education):**

Kate Weston, at [Kate@susu.org](mailto:Kate@susu.org)

### **Representation Team:**

Available at [representation@susu.org](mailto:representation@susu.org)

## **How to nominate for the role:**

# Student Leader Faculty Officer

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In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

**Nominations are open from Monday 24 September, 9:00 until Tuesday 9 October, 13:00.**

Log in to our website at [www.susu.org/elections](http://www.susu.org/elections) and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at [elections@susu.org](mailto:elections@susu.org)

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## **SUSU Core Offer Calendar**

There will be times throughout the year where you may be called on to help promote and spread awareness for SUSU campaigns. There will be key meetings that you must attend such as Education Zone Committee meetings but you may also be invited to attend additional meetings such as Student Forums, our Annual General Meeting or our Making Change Summits.

We have provided a calendar which shows the main campaign periods and key dates for meetings that you may be required to attend below. This provides a guide to the commitment required for this role throughout the academic year.

If at any point you find that you are struggling to balance voluntary work with your studies we understand that your degree must come first. Please, come and speak to us and we will always try our best to make things easier.

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## Autumn Term

### October:

Training sessions  
SSLC Meetings with University Staff  
Student Forums  
Zone Meeting

### November:

Union Senate  
Annual General Meeting  
Making Change Summit  
Zone Meeting

## Spring Term

### February:

Union Senate  
Student Forums  
Spring Elections (Faculty Officers)  
Zone Meeting

### March:

Making Change Summit  
SSLC Meetings with University Staff  
Zone Meeting

## Summer Term

### May:

Student Forums  
SSLC Meetings with University Staff  
Summer Elections (School and Department Presidents)  
Zone Meeting  
Union Senate

### June:

Zone Meeting

Student Leader  
Faculty Officer

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