



# Faculty Officer

## About volunteering with SUSU:

Our vision for the future is that every student loves their time at Southampton  
We are here to represent the voice of students at every level and ultimately make their university experience unforgettable.

Independent from the University, we're run by students, for students!

As a student-led organisation the hard work and dedication of our student volunteers is vital to our mission.

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 and Democracy. 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 focus on representing students' academic interests. You will be a part of the Union which makes changes 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:

### 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
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- To report on any changes and improvements to the student body and VP Education and Democracy.

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

- To sit on Faculty Education meetings.
- 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

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

#### **Sabbatical Officer:**

VP Education & Democracy at [vpeddem@soton.ac.uk](mailto:vpeddem@soton.ac.uk)

#### **Representation Team:**

The Representation team at [representation@susu.org](mailto:representation@susu.org)

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

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.

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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### **Time Commitment and Expectations**

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 Faculty Education meetings, and you must attend any relevant SUSU meetings. 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.

**Term of office:** 1<sup>st</sup> July – 30<sup>th</sup> June