Faculty Representative

**Role Description**

**Role:**  Faculty Representative

**Duration:** One academic year

**Duties:** Faculty Reps use their knowledge and understanding of student representation and current issues affecting students in Higher Education to discuss matters that affect the learning and general experience of all students in their Faculty. Depending on which Faculty they are in, Faculty Reps attend Faculty-level meetings such as:

* Faculty Academic Quality and Standards Committee (FAQSC) - oversees the development, implementation, monitoring and continuous improvement of the Faculty’s policies and procedures for assuring and enhancing the quality and standards of its learning, teaching and assessment.
* Faculty Education Committee (FEC) - oversees all academic aspects of the student experience in the Faculty and promotes its ongoing enhancement. Highlights and promotes innovation and best practice across the Faculty in learning, teaching and assessment.
* Faculty Recruitment, Admissions, and Widening Participation Committee (FRAWP) – considers and discusses student recruitment numbers and admissions processes and procedure involved, with a focus on enhancing widening participation.

**Specific duties will involve:**

* Reading relevant documentation and attending briefings with Student Voice Coordinators (SVCs) prior to attending committees;
* Complying with relevant procedures in the handling of confidential information;
* Gathering evaluative comments from peers (including Course/School Reps) to keep informed of student issues and sharing comments with the committee where relevant;
* Attending committees;
* Sharing feedback from the committee with students where appropriate, noting any information that may be confidential and not to be shared outside of the committee; and
* Attending other meetings where student representation is required and inputting into faculty-wide projects.

**Person Specification:**

* Commitment to amplifying the student voice within the relevant faculty
* Understanding of student representation
* Knowledge of the issues affecting students in relation teaching and learning quality

**Commitment:**

* Faculty Reps should attend at least 50% of faculty committees or 75% if there are 4 or more scheduled in an academic year, as well as relevant training and briefings. The committees usually take between 2-3 hours.

**Training and Support**

* The Guild will provide training to help you understand your role, the committee you will sit on and be able to effectively gather student feedback and feed into discussions.
* Your SVC will brief you on papers prior to each committee to help familiarise you with key topics and answer any queries. They will also arrange debriefs where necessary.
* Your SVC will be available via email or Microsoft teams to help you with any day-to-day queries.

**Experience you will gain**

* Work in the Higher Education sector
* Collecting evidence to make convincing arguments
* Communicating with senior members of professional staff
* Attending meetings and committees

**Skills you will develop**

* Oral communication
* Written communication
* Time management
* Conflict management
* Handling of confidential information
* Decision making
* Building relationships
* Negotiation

**Liverpool Award**

The Liverpool Award is the University’s new reward scheme for extracurricular activities. If you complete all the requirements, you will receive a certificate and digital badge to be used on your LinkedIn page.

You will receive the award in the same year you achieved it, no more waiting until graduation!

You will qualify for the Faculty Rep Liverpool Award if you:

1. Attend training with the Guild
2. Attend an introductory meeting with your faculty’s Associate Pro-Vice Chancellor for Education (APVC)
3. Attend at least 50% of faculty committees or 75% if there are 4 or more scheduled
4. Attend briefing with your Student Voice Coordinator prior to attending relevant faulty committee
5. Complete the Volunteer Agreement

**GDPR**

If you are a Faculty Rep, we may hold your name, student ID number, and University email address on our Rep database which is only accessible to relevant Guild staff, University staff, and students who may use your University email address to contact you. See our website for more information on how we use your data: <https://www.liverpoolguild.org/about/privacy/>