

Students' Union

ELECTIONS

**faculty
convenor**

roles and responsibilities

Faculty Convenors and FLTQCs:

faculty convenors will have the responsibility of:

- Attending training provided by the Students' Union.
- Attending SSLCs of the Schools within their Faculties when commitments allow.
- Attending other Faculty-level meetings when invited and when commitments allow.
- Attending UEA SU Education Committee
- Attending UEA SU Union Council
- Representing their Faculty at Faculty Learning, Teaching and Quality Committee on academic experience topics.
- Supporting and working with School Convenors and Course Representatives in their Faculty.
- Providing a report of issues that have arisen in their Faculty at the end of each semester, using this as a basis for further research.
- Assisting with Academic Representative Elections.

The role of a Faculty Convenor:

The main role of the Faculty Convenor is to deal with issues that need to be actioned or escalated higher than an SSLC - the academic meeting that course reps attend. Faculty Reps sit at the top of the hierarchy of the academic rep system.

One of the most important aspects of the role is to attend the FLTQCs (Faculty Learning, Teaching and Quality Committee). These are usually bi-monthly, but will depend on the Faculty. These are led by the Associate Dean for Learning and Teaching within the Faculty, and these meetings are attended by all Directors of Learning and Teaching from each school within that Faculty, as well as the Faculty Convenor to represent students. Staff from Learning and Teaching Services (LTS) also attend these, along with the UG and PG Education Officers.

What are the benefits of signing up:

- A robust skills training package, including public speaking, communication skills, research skills, wellbeing and anti-racism topics.
- Ongoing personal development throughout the year, including a Rep Academy programme which responds to your priorities.
- Networking opportunities, with the chance to work with our Full-time and Part-time officers on university-wide projects.
- Social opportunities: The Union will host a couple of different events throughout the year including.
- Accreditation, with credit towards your UEA Award and certification of your time as a Course Rep, giving you CV experience to stand out from your peers
- The chance to progress, with a role that sets you up to become a Convenor, an Officer, or a graduate worker in the Higher Education sector

Understanding the Academic Rep system!

Academic Reps are in their positions from September -June are split into 3 core roles: 'Faculty Convenors', 'School Convenors' & 'Course Reps'. Each role has different level of responsibility.

Faculty Convenors: Faculty Level Representation and listening and overseeing the representation of School Convenors and Course reps. Taking important feedback at university level meetings Faculty Teaching and Quality Committees (FLTQC's).

School Convenors: Entire School Representation and listening to the views of Course Reps. Chair of Student Staff Liaison Committee's This role should liaise between course reps and Faculty Convenors.

Course Reps: Course Level Representation for those in your course and gathering feedback on the ground. You'll be offered robust training to gather feedback from your peers, present findings to influential University staff, all with the support of the Union and follow up on any change you create!

If you need more information about this role, or any of the other roles available, please get in contact with us at su.elections@uea.ac.uk