

# The Falmouth & Exeter Students' Union Falmouth Reps

SU Falmouth Department Rep  
Role Descriptor



# Falmouth Department Rep

## Purpose

This role is the senior student representative, representing all students studying in their department at undergraduate or postgraduate taught level. Department Reps work closely with Falmouth University staff and the Students' Union (SU) to achieve positive change for students within their department.

## Term of Office

- One academic year

## Objectives

- To deliver a collaborative approach to the role by working with the University and SU to support and facilitate the student representation system.
- Work alongside fellow Reps in your department, supporting and advising where possible to promote, gather and deliver effective student feedback on the whole student experience. Reps will feed into you in preparation for you to have overview of the Department student voice.
- Chair termly Department Forums, arranged in conjunction with the department administrator and attended by SU representation.
- Raise common academic issues / ideas in the first place with the Department Director and seek to resolve / implement these in a timely and informal manner wherever possible.
- Be aware of common themes arising from student feedback within the department, using feedback tools such as The Octopus and SSLG agenda items. These should be analysed and then your report presented at Department Committee Meeting.
- Ensure any issues / ideas are: Accurate, Balanced, Constructive, Depersonalised and Evidenced, before presenting them in a professional and proactive manner.
- In collaboration with staff, keep Course Reps updated on the progress of feedback for sharing with the wider student community.
- Establish and develop positive and effective communication channels with staff and Reps via attendance and contribution to the meetings and training as detailed below.

#### Attends

- SU Department Rep Training
- Department Forum 1 x Study Block
- Department Committee Meeting 1 x Study Block
- SU Big Rep Meeting 2 x year
- Informal meetings with Department staff, and/or SU

#### Key Contacts

- SU President Falmouth
- Heads of Subject (within Department)
- SU Academic Officer
- Department Administrator
- SU Student Voice Co-ordinator (Falmouth)
- Course Reps (within Department)
- Department Director