

Exeter Subject Chair – Role Descriptor

Status: Academic Representative

Elected: By secret ballot by Exeter students in the corresponding subject area

This is a voluntary role.

Term of Office: One academic year (If the rep leaves university before term of office has completed, the rep will simply stand down from post).

Accountable to: The students in their subject area and the course reps in their Student Staff Liaison Committee.

Hours: As the role requires and can be flexible dependent on studies.

Objectives:

- To work collaboratively with the University and The SU to support and facilitate the student representation system.
- Work with and support the Reps in your subject to promote, gather, and deliver effective student feedback.
- Chair the Student Staff Liaison Committee (SSLC), including:
 - Setting the agenda
 - Promoting constructive dialogue in the meeting
 - Assigning and monitoring the completion of actions from the meetings.
- Meet directly with the Director of Education and Student Experience to informally resolve issues in a timely manner.
- Endeavour to make sure that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced.
- In collaboration with staff, keep course reps updated on the progress of feedback for sharing with the wider student community.
- Represent the student voice of the subject in strategic activity, such as feeding into the Teaching Excellence Action Plan (TEAP).
- Make yourself known and promote the Rep system to the students you represent.

Attends

- SU Subject Chair Training
- Student Staff Liaison Committee (SSLC) – Once a term
- Check-ins with SU President Exeter/SU Academic Representation team
- SU Big Rep Meeting
- Informal meetings with university academic staff, and/or the SU Academic Representation Team

Key Contacts

- SU President Exeter
- SU Academic Representation and Advocacy Coordinator
- SU Course Reps, EDI Reps and other Portfolio Reps (within subject)
- Director of Education and Student Experience
- Student Voice and Change team