

The Falmouth & Exeter Students' Union

Exeter

Reps

SU Exeter Subject Chairs

Role Descriptor



Subject Chair Descriptor

Purpose

The Students' Union (SU) Subject Chairs are senior academic representatives, representing all students studying in their subject at undergraduate or postgraduate taught level. Subject Chairs work closely with Exeter University academic staff and the SU to achieve positive change for students within their subject.

Term of Office

- One academic year (elections are annual but you can be elected in successive years)
- This role can be held in conjunction with other student representative roles eg. Equality, Diversity and Inclusivity Representative and Part-Time Officer

Objectives

- To deliver a collaborative approach by working with the University and 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 on the whole student experience.
- Chair Student Staff Liaison Committee (SSLC), including: setting the agenda, promoting constructive dialogue in the meeting and assigning, and monitoring the completion of actions captured in the Student Voice Action Plan (SVAP)
- Meet regularly with the Director of Education to discuss the SVAP and common academic issues / ideas logged in the Octopus Feedback Tool, 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 subject and present these at Subject Chair Working Group (a meeting between all Subject Chairs and members of the SU) and College level meetings as appropriate.
- Ensure any issues / ideas are: Accurate, Balanced, Constructive, Depersonalised and Evidenced (see the Rep Handbook), 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
- Represent the student voice of the subject in strategic activity, such as feeding into Department and College level action planning / reporting.
- Have fun!

Attends

- SU Subject Chair Training
- Student Staff Liaison Committee (SSLC) [Chair] 2 x term
- Subject Chair Working Group (SCWG) 2 x term
- SU Big Rep Meeting 2 x year
- College level meetings, as appropriate
- Informal meetings with University academic staff, and/or SU

Key Contacts

- SU Presidents
- SU Part-Time Education Officer(s)
- SU Student Voice Coordinator (Exeter)
- SU Course Reps (within Subject)
- Director of Education
- Student Community & Partnerships Staff