

Department Reps

Summary of role

Department Representatives are elected members who are responsible liaising with College staff regarding issues raised by Year Reps. They are responsible for receiving and collating student feedback relating to their department and passing this information to Academic Affairs Officers and relevant staff as appropriate. They are expected to proactively pursue improvements to their course and seek to maintain standards.

Relationships with: CU Academic Affairs Officers, Year Reps, Wellbeing Reps, Education & Welfare team, Advice Centre, Departmental Staff

Responsible for: Year Reps

Responsible to: Deputy President (Education), CU Academic Affairs Officers

Key responsibilities and duties

- Attend and submit items for discussion to Staff-Student Committees, Education and Representation Board and other meetings deemed necessary
- Ensure they are known to the Year Reps and students in their cohort, ensuring students' views are represented within meetings and that they are kept up to date with any changes and developments
- Meet with Year Reps to collate feedback from students in the department
- Help to inform CU Academic Affairs Officers, Deputy President (Education) of issues identified
- Refer urgent issues directly to a relevant member of College or Union staff, especially if you are concerned about a student's safety
- Ensure student confidentiality is maintained at all times unless agreed otherwise or you believe the student to be a danger to themselves or others
- Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services
- Be in regular communication with the Representation Coordinator

Skills and knowledge required

- Thorough knowledge of the Academic Representation Network structure and awareness of the Wellbeing Representation structure
- Good understanding of College's workings as a whole and knowledge of available support services both internally and externally

- Attend relevant training courses as required in order to fulfil the role
- Have an understanding of the Union and its structures
- Know who to contact in emergencies and if you have concerns regarding a student's safety
- Being aware of and adhering to personal limitations and limitations of the role, seeking support for oneself regarding pressures of the role from Union staff

Training and support

- Academic Rep Induction
- Introductory mingle with Union Reps
- Ongoing support from the Representation Coordinator
- Rep Conference
- Imperial Plus workshops

Time commitment and availability

- Departmental Reps should expect to attend in the region of five meetings per academic year. These are usually held at the campus where the bulk of their course is administered so should require no more travel than would be expected on a day to day basis. Meetings typically last 1-1.5 hours
- Departmental Reps would be expected to catch-up with Year Reps in advance of Staff-Student Committees and Education and Representation Board meetings to establish what points for discussion are being raised by students. This can be informal and last about an hour
- Representatives should be available by email and expect to be approached to meet for a short time with students when requested. Email correspondence should be answered within a reasonable time frame
- Work relating to the position should take on average no more than a few hours a week. The work volume will vary during the course of the academic year and term by term. Meetings and work commitments during examinations will be avoided where possible

It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time filling the role should speak to the Representation Coordinator (n.cheema@imperial.ac.uk)