

greenwich  
students'  
union

# Handbook

**Faculty Officer**

# contents

<b>5</b>	How it works
<b>6</b>	Key meetings
<b>7</b>	Your role
<b>8</b>	Job Description
<b>9</b>	Academic Reps Network
<b>9</b>	Tips and tricks
<b>11</b>	University Panels
<b>11</b>	Support & Representation
<b>12</b>	Officers
<b>12</b>	The Advice Team
<b>12</b>	Wellbeing Service
<b>13</b>	Progression & Recognition
<b>13</b>	Volunteering
<b>13</b>	Student Led Teaching Awards
<b>15</b>	FAQs
<b>16</b>	Jargon Buster

This booklet contains all the information you will need to be a successful Faculty Officer. Have a look through it now that you've been elected, but also keep hold of it and come back to it when you have any doubts. The Jargon Buster on page 16 should be really helpful at University meetings!



# Faculty Officer

## How it works

Congratulations on being elected as a Faculty Officer! As a student you're already a member of the Greenwich Students' Union, but now as a Faculty Officer you're also part of our representation system. This aims to make sure students get their voice heard and are able to make changes at the Union and the University. You're now going to be representing your own and your classmates' academic interests, as well as wider interests within your Faculty.

You're not alone in your role, there are four Faculty Officers per Faculty, across four Faculties. Along with the 16 Faculty Officers, in lots of different roles. The majority of these reps are Programme Reps who are also here to represent your academic interests and change the way you learn at the University if Greenwich.



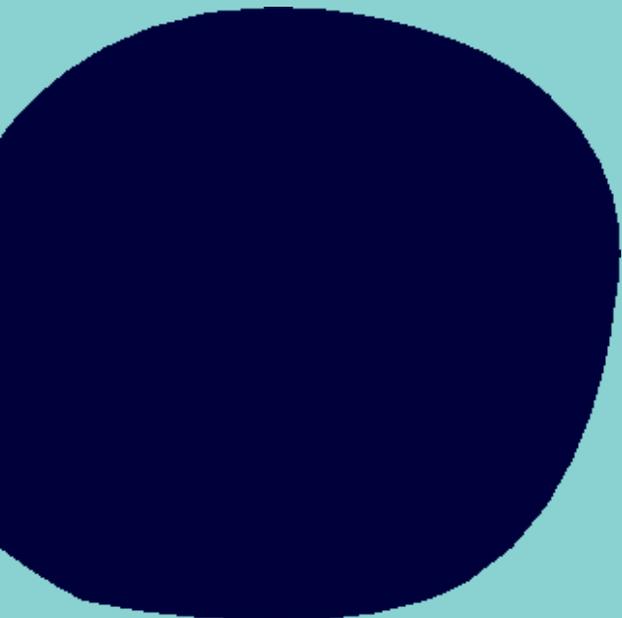
## Key meetings

Meeting	Who will be there?	What will be discussed?	How often?
Faculty Officer Training	<ul style="list-style-type: none"> <li>• Other Faculty Officers from the four faculties</li> <li>• Key Students' Union staff members</li> <li>• Vice President (VP) Education</li> </ul>	Your role and the skills you need to do it.	Once a year
Student Assembly	<ul style="list-style-type: none"> <li>• Full-time Officers</li> <li>• Students' Union Staff members</li> <li>• Any student may attend</li> </ul>	How the Students' Union runs and how it should run.	
Faculty Board (FB)	<ul style="list-style-type: none"> <li>• Other Faculty Officers from your Faculty</li> <li>• Key Faculty staff</li> </ul>	This is the higher decision making board within the faculties and they in turn feed into Academic Council. Anything discussed in other faculty committees will be fed through to the faculty board.	Varies per Faculty, normally every 6-8 weeks
Faculty Learning Quality and Standards Committee (FLQSC)	<ul style="list-style-type: none"> <li>• Other Faculty officers from your Faculty</li> <li>• Key Faculty staff</li> </ul>	They will usually discuss issues concerning the learning and teaching provisions in the faculty, NSS score, external examiner nominations, quality assurance issues and similar matters.	Varies per Faculty, normally every 6-8 weeks
Faculty Student Experience Committee (FSEC)	<ul style="list-style-type: none"> <li>• Other Faculty officers from your Faculty</li> <li>• Key Faculty staff</li> </ul>	They usually discuss survey results and feedback, student academic societies, faculty level events (EvaSys is an online course evaluation programme that tries to identify best practice in teaching and studying so that this can be used as examples for improvements. Each course will be evaluated at least once a term, normally at the end, but it is possible that there will be a mid-course evaluation), student academic societies, faculty level events, resources and provision for students in the faculty, employability events and activities for students in the faculty and similar matters.	Varies per Faculty, normally every 6-8 weeks
Faculty Forums (FF)	<ul style="list-style-type: none"> <li>• Vice President Education</li> <li>• Faculty Officers</li> <li>• Other Programme Reps from your Faculty</li> <li>• Key Students' Union staff members</li> </ul>	A chance for Programme Reps to feedback to and ask questions of the Faculty Officers and VP Education.	Once per term (for roughly one hour) see the dates of this year's forums on the website

# your role

## As a Faculty Officer you...

- Are the voice of students within your Faculty.
- Take active engagement with how decisions are made within the Faculty and at the University.
- Work in partnership with the Students' Union and the University.
- Liaise with Faculty management on a regular basis, and provide them with student perspective.
- Represent your Faculty's students' academic interests at various meetings, addressing issues which impact the students' experience at University.
- Work with the Students' Union and feedback information to develop policy, end bad practice and educate students about important issues at University.
- Actively engage the opinion of your peers and make sure they are up to date on what the students you represent think.
- Come up with new ideas and innovate. There are four Faculty Officers per Faculty with one place reserved for a post graduate student. All Faculty Officers are expected to attend all meetings, though you should work together to share information and feedback from students.
- Motivate Programme Reps and work with them to escalate any Faculty wide issues.



# job description



By standing for this position you've agreed to volunteer for this academic year as a Faculty Officer. We've written a Job Description for the role, so you know exactly what the University and Students' Union's expectations of you are.

This is a role description designed to give you an idea of what volunteering as a Faculty Officer means. It highlights the commitments, skills, and benefits that you can expect from being a Faculty Officer.

**Job title:**  
Faculty Officer

**Location:**  
Based predominantly at your site of study, with possible travel between sites as necessary for training, networking, and meetings

**Time Commitment:**  
An average of three hours a week during term time, variably distributed between weeks.

**When:**  
Election period – Election period (June - June, beginning a few months after you're elected and then handing over one full year after)

**Benefits:**  
Hot desk space at Greenwich Campus, extensive training and support offered, reward and recognition package in place.

**Responsibilities:**

- Attend and contribute to meetings.
- Faculty Board.
- Faculty Student Experience Committee.
- Faculty Learning Quality Standards Committee (FLQSC).
- Run Faculty Forum meetings and encourage programme reps to attend.
- Support Programme Representatives from your faculty in their roles and campaigns.

- Engage Programme Representatives and other students from your Faculty to gather information and feedback.

- This can be completed using a variety of methods including holding focus groups, drop-in sessions, surveys, and social media engagement tools.
- You can run a campaign around your manifesto points.
- This may be a joint campaign with other Faculty Officers or contributing specific outcomes to a GSU Officer priority campaign.

**Person Specification (key skills and attributes):**

- To have good communication, time management and leadership skills.
- To be a professional and responsible ambassador of the Students' Union.
- To be willing to engage with students.
- To have the ability to work within a team.

**Support**

- Training provided after the election period and at the beginning of your term as Officer.
- Ongoing development opportunities throughout the year.
- Support from full-time staff from the Students' Union committed specifically to supporting Faculty Officers, and your GSU Officers.
- Your Lecturers, Programme Leaders, and other University staff will also assist you in achieving your duties.

# ARN: Academic Reps Network

Be part of the Programme Rep community

## Tips and tricks

These points are very important to ensure you are being an effective Rep.

### Communication

- Ask your Tutor if you can introduce yourself to your class. You can stand up and say 'hello' or send out an email explaining your role.
- Join the University Programme Reps Group on Facebook to share info with other Programme Reps.
- Don't be afraid to set up groups after a lecture or in a break to chat to students about their problems and successes.

You are a representative for all of your students' ideas, not just your own!

- Why not hand each student a post-it note and ask them to write down a suggestion or problem they are facing.

### Gathering Ideas

- Look at recent student feedback e.g. National Student Survey (NSS) results.
- Keep in touch with other Programme Reps to find out if there are any ongoing

issues, and how other Faculties have dealt with them.

### Feeding in

- You can do this at the termly Faculty Forums or by speaking to your GSU Officers at any time.
- You can pass issues on to your Faculty Officers to raise in the Faculty Student Experience Committee.
- You should also pass on any information you gather to the department through Feedback form.

### Feeding back

- Coordinate with your Department level solutions to send an email out to your whole programme on what issues you raised and what the outcomes were.
- Update any social networking pages after each meeting or development.
- Let your Faculty Officers know if you run into difficulties, or come across something you think might affect a wider range of students.

### Organisation

- Keep a reminder system for meetings, so you can be professional and have time to prepare for meetings by consulting your students first.

- Keep a record of what you raise and what the outcomes were. You can use this to pass feedback to Faculty Officers, Students' Union Staff, and the students you represent!

- Every time you work on an issue or have a win, let the Representation Team know.

We can help, promote and award your hard work! It just takes a note on ARN and you may get a shout out on our monthly Rep newsletter.



10 Stockwell Street  
Library & Academic



UNIVERSITY OF LONDON

# support & representation

## University panels

A panel is a formal hearing which takes place when the university and a student are in conflict, this could range from the university wanting to remove them from their course or a student wanting to appeal a grade they have received. These panels determines other students' futures at the University; they have the power to penalise the student and to terminate their studies. Panels are a really important aspect of your role as Faculty Officer, because you get the opportunity to influence the university by ensuring policies and procedures are followed.

### Different type of formal hearings within the University

- Academic appeals
- Complaints
- Disciplinarys
- Fitness to practice
- Fitness to study
- Academic offenses

Your role as a panellist involves being a decision maker. You will question evidence and witnesses and decide on the facts, the case and find an appropriate sanction or remedy. On a university panel, you are not an advocate. You will have formal training to sit on a panel - you can't sit on a panel without training.

If you have any trouble or want to find out more get in touch with the Rep Team on [reps@gre.ac.uk](mailto:reps@gre.ac.uk)

## Support

As a representative of the Students' Union you will get support from the Advice and Representation Team. The key staff members for you to know are our Academic Representation Manager and Representation Coordinator. The best way to contact the Academic Rep team is through the Reps email address: [reps@gre.ac.uk](mailto:reps@gre.ac.uk).

Our team offers training when you first enter your role, as well as ongoing support throughout the year. You'll receive regular emails and messages updating you on whats going on and what opportunities you have to get involved. If you need help or support with a particular issue or in general about your role, then please get in touch with us at [reps@gre.ac.uk](mailto:reps@gre.ac.uk), or you can visit us during our weekly drop-in sessions. Times for each term and campus can be found on the website at [greenwichsu.co.uk/academicrep](http://greenwichsu.co.uk/academicrep)

In general the best way to get in touch about anything to do with being a Faculty Officer is to login to the Academic Reps Network! The person best suited to help you will then get in touch.

## Campaign

If there is something that you think that can't be solved by bring it up during the Faculty meetings then we can help you to run a campaign on it.

## Officers

You can also get support from our Elected Officers, who will be happy to collaborate with you on issues and campaigns.

## The Advice Team

The Advice Team is a free, independent and confidential service available to students. As a Faculty Officer, you'll speak to lots of students, and some of those students may be facing certain issues. The places you'll most likely need to send students to is the advice team, or the University Wellbeing Service. It is extremely important that you do not give advice. The Union has experienced and qualified advisors who are employed solely to help students. For example, students may approach you about having too many assignments and not being able to cope; or a student may say they're struggling with financial issues. No problem is too big, or too small, and you should always forward them to the advice team.

To contact the advice team, or the GKSU Advice Team, please use the below contact details or check out the website for further information.

**[greenwichsu.co.uk/advice](https://www.gre.ac.uk/greenwichsu.co.uk/advice)  
0208 331 8267**

**[gksu.co.uk/advice](https://www.gre.ac.uk/gksu.co.uk/advice)  
0163 488 8855**

## University Wellbeing service

The Student Wellbeing Service is a University service which provides information, guidance and support to current and prospective students with disabilities and specific learning difficulties. They offer support for a range of things including Dyslexia and Disability Advisors, and Councillors. All appointments with the Wellbeing Service are offered on self-referral basis, see contact details below:

**Disability & Dyslexia**  
020 8331 7875  
[wellbeing@gre.ac.uk](mailto:wellbeing@gre.ac.uk)

**Counselling**  
0208 331 9444 / 0208 331 7875  
[counselling@gre.ac.uk](mailto:counselling@gre.ac.uk)

**Mental Health Coordinator**  
0208 331 7875  
[wellbeing@gre.ac.uk](mailto:wellbeing@gre.ac.uk)

Ground rules for supporting students in difficulties

1. Don't give advice! Listen, check what's wanted and refer on to Advice.
2. Ask for support! Make use of the expertise within the SU, including the Advice and Representation team.
3. Share Information. If there's an issue going on with an individual student, or with a course, inform the SU.
4. Referring students for advice. Always inform the Advice service if you are worried about the welfare of a student.

## Main emergencies we're concerned about:

- No money for food - risk of eviction, disconnection, loss of essential services
- Serious risk of harm for whatever reason, emotional Distress and/or suicidal thoughts

## Out of hours support:

- In an emergency, call 999 (police, fire, ambulance)
- Emotional distress: Samaritans (116 123), London Nightline (0207 631 0101)
- Shelter housing advice helpline (8am – 8pm: 0808 800 4444)

5. Response times. The advice team can be busy, but will respond to email and phone enquiries within two working days, not necessarily with a full answer, but to agree what we're able to do and when.

6. Confidentiality. We'll only break confidentiality in the limited circumstances set out in our Service Standards. [greenwichsu.co.uk/welfare/advice/standards](https://www.gre.ac.uk/greenwichsu.co.uk/welfare/advice/standards)

Otherwise, we will not share information with the rest of the SU without consent. As a rep you should also keep confidentiality about sensitive issues you refer to students to the service about.

# progression & recognition

## GSU Officer

- If you want a full time, paid, and challenging role then a GSU Officer role is for you. This role puts you at the heart of the Union and University, where you'll challenge both institutions on education and academic issues, as well as lead the Union as a Trustee.
- This is great professional experience for any future job you may wish to have. The elections for this role take place in March and there will be lots of information about it from when the nominations open in January, however feel free to come and chat to the Representation team about running at any point.

## Volunteering

As a Faculty Officer you're volunteering your time to represent your fellow students to the University and Students' Union. We want to make sure that you get the most out of this experience, and can use it as part of the employability you develop while at Greenwich. The best way to do this is to use the Union and University volunteering and employability tools where you'll get rewarded and recognised for your hard work.

## Greenwich Student Certificate in Volunteering (GSCV) – Volunteering toolkit

You can log your volunteering hours (including the time you spend consulting with students and attending meetings) into our Volunteering Toolkit

Signing up is really easy and quick, and will enable you to keep a more accurate record of all the wonderful time you have put in!

Once you're signed up as a registered volunteer, you will be able to log the skills you have gained from your volunteering experience, or even from your work placement, as well as the overall hours that you have committed. We encourage our volunteers to log their hours and skills regularly, to make sure that none are forgotten about and therefore not recognised. If you're interested in attaining even more volunteering hours, you will also be able to search for other volunteering opportunities, which can range from helping the Students' Union at Welcome, to teaching sports to kids for a charity, to helping to run a student society.

Logging your hours on the Toolkit makes you automatically eligible for the GSCV, which has four levels, Bronze, Silver, Gold and Gold+, and is earned through logging your hours and skills. Being accredited with the GSCV will be something great to add to your CV, and will hopefully help you when you come to leave University and are looking to start

your career! If successful in completing one of the GSCV levels, you will be presented with a certificate at the end of the year.

## Student Led Teaching Awards

The Student Led Teaching Awards is a yearly event that celebrates partnership, rewards the lectures and staff members from the University who are committed to delivering the best possible teaching and supervision in enhancing the student experience. These awards are completely student-led to ensure true authenticity for the recognition that staff members receive.

### This means that:

- Only students can nominate staff members.
- Students sit on the board which shortlist the nominations.
- Students lead in the organising and presentation of the event.
- There are also categories for Student Representative and Faculty Officer of the year.

For more information and to nominate go to [greenwichsu.co.uk/slta](https://greenwichsu.co.uk/slta)



## **What are Volunteering Hours, and how can I ‘log’ them?**

As a Faculty Officer you are volunteering your time to represent the academic interests of students. You can record (or log) the hours you spend doing this through the Volunteering Toolkit, for more info see page 13 of this booklet. Remember that attending meetings and training at the Students’ Union also counts towards your volunteering hours!

## **What can I do if I can’t make a training session**

If you can’t make the mandatory training session it is important to get in touch with the Representation Team ASAP to schedule in a 1-2-1 training.

## **What can I do if I can’t make a university meeting?**

Let the person who sent you the invitation/meetings secretary know you can’t make it, chat to the other Faculty Officers before and after the meeting about what you want to bring up and what was discussed. Remember that you can send over any feedback you’ve collected to the meeting without being able to go yourself.

## **Why does this matter?**

Every student at Greenwich cares about their degree; how it’s taught, how it’s marked and how enjoyable it is. You have been elected to represent an entire faculty’s academic interests on all of these areas to the University and Students’ Union, so you’ve got the ability to make big changes to students currently within your Faculty as well as those who take it in the future.

## **Where do I go if I have a problem?**

Whether it’s a problem with your course (e.g. essay feedback is late) or with being a Faculty Officer (not invited to a relevant meeting). Get in touch with the Rep Team at [reps@gre.ac.uk](mailto:reps@gre.ac.uk).

## **How do I reach out to students?**

This can be a tricky part, but it can also be the most rewarding bit. We’ll go over methods of getting student feedback during training, but always bear in mind that you can reach out to students in whatever way suits you! If you don’t want to talk to students in person, then send out a survey, or give each student a post-it note on the way into a lecture and collect them back with feedback on the way out.

# FAQS

# jargon buster

Ever been in a meeting that has been so fast paced, with acronyms being thrown left and right and you have had no idea what any of them mean? Wonder no longer with the Students' Union Jargon Buster, a helpful guide to meeting jargon that should get you through any University meeting!

If something comes up and it's not on the list, let us know and we'll add it!

Email [reps@gre.ac.uk](mailto:reps@gre.ac.uk).

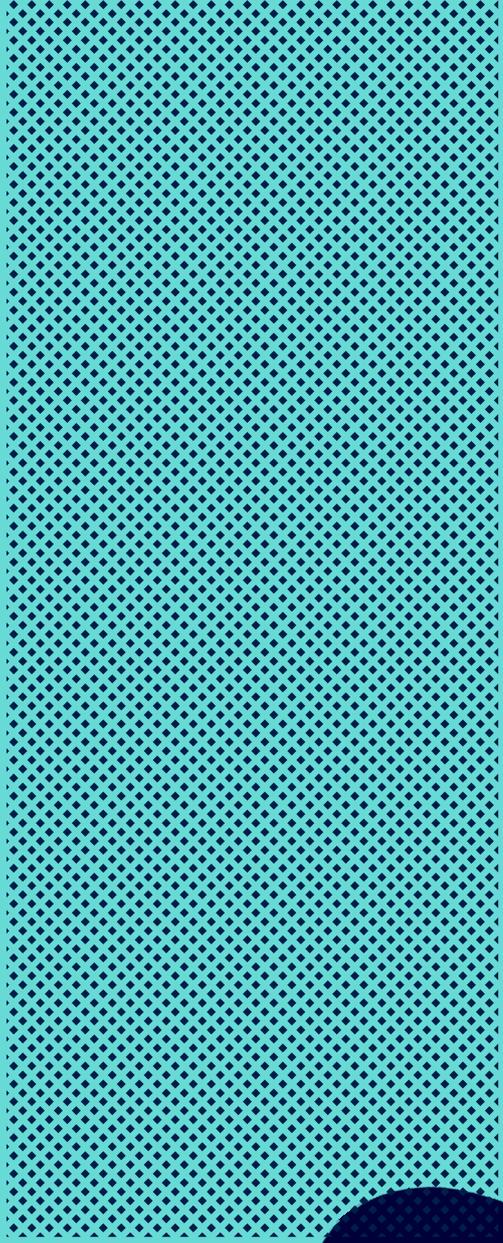
Don't worry about remembering, or even knowing, all of these now, this is a list to come back to when you need it.

Academic Quality and Standards Committee (AQSC)	The Academic Quality and Standards Committee (AQSC) is responsible for the development and implementation of policy and procedures relating to the academic quality and standards of all academic provision within the University and of the academic programmes offered by partners in the UK and overseas which lead to University of Greenwich awards or recognition of credit.
Agenda	The list of issues that are to be discussed in the meeting. This should be sent to you in advance.
Alumni	Former students of University of Greenwich. University has a lot of famous and notable alumni including Natasha Beddingfield, JME and Malorie Blackman.
AMM	Annual Members Meeting for the Students' Union, where students get to decide how the Union runs.
Annual Monitoring	Once a year course teams look at data and feedback about their course to identify issues or trends which they need to make a change to.
ARN	Academic Reps Network, see page 9.
AOB	Any Other Business. This is the section at the end of many meeting agendas, where an item can be brought up that has not appeared on the agenda.
Audit	'Audit' considers evidence to see how much the University complies with its procedures or policies.

<b>BAME/BME</b>	People, usually students who are Black, Asian and Minority Ethnic.
<b>Chair</b>	A person who leads the meeting. They will make sure that everyone is given a chance to speak. They also ensure that there right amount of time is given to agenda items so that the meeting does not run over.
<b>Chancellor</b>	The formal leader of the University, our Chancellor is Lord Boateng. The Chancellor presides at ceremonial occasions and acts as an ambassador for the university. The post is an honorary one.
<b>Chief Operating Officer (COO)</b>	Pete Taylor oversees the running of all of the services offered by the University such as HR, ILS, Student Affairs, Statistics and Planning and works closely with the Faculty Operating Officers who oversee the operations within their Faculties.
<b>Court</b>	Governors who oversee the mission and character of the university. The University Court is the main decision making body of the University. It has the ultimate responsibility for the strategic plans of the University, and for the deployment of resources. The Court monitors the overall performance of the University and holds the Vice-Chancellor accountable for effective and efficient management.
<b>DSE</b>	Director of Student Experience. They coordinate changes to make life as a student better. There is one DSE per Faculty. Faculty of Liberal Arts and Sciences (FLAS) Faculty of Business (BUS) Faculty of Education, Health and Human Sciences (FEHHS) Faculty of Engineering and Science (FES)
<b>DVC</b>	Deputy Vice Chancellor. They are senior university staff who coordinate the areas of academic and research. We have two DVCs – Vacant (Academic) and Javier Bonet (Research and Enterprise)
<b>Greenwich Learning and Teaching (GLT)</b>	They work in partnership with Schools and Offices to promote innovation and excellence in learning, teaching and assessment that meets the needs of students and enhances the student learning experience and reputation of the University.
<b>Equality Diversity and Inclusion (EDI)</b>	Ensuring that the University is free from discrimination and is a diverse and tolerant place to study.
<b>Evasys</b>	The course evaluation system used by the University.
<b>Faculty</b>	We currently have four faculties: Faculty of Liberal Arts and Sciences (FLAS), Educational, Health and Human Sciences (FEHHS), Engineering & Science (FES) and Business.

Faculty Board	A Faculty Board is responsible to University Academic Council for coordinating the work of the Faculty's constituent academic units in the furthering the University Corporate Plan and Key Performance Indicators.
FE	Further Education e.g. colleges and sixth form centres.
HE	Higher Education e.g. universities.
HEFCE	Higher Education Funding Council for England. Although the University still has some pots of money from HEFCE ( and so you might hear it around) this has now been replaced by the Office of Students.
Information and Library Services (ILS)	Anything to do with IT and the library service may be referred to as ILS.
Membership	The group of people who attend a certain committee.
Minutes	A record of what has happened in a committee. Usually someone at the committee will have to note down everything that is discussed and these notes will be circulated as "minutes" after the meeting has ended.
NSS	National Student Survey. A survey open to all final year students to give their feed- back on their experience.
Office for Students (OfS)	The Office for Students is the new independent regulator of higher education in England. OfS replaced the Higher Education Funding Council England (HEFCE).
Panopto	Panopto is a digital lecture capture system, where lectures are recorded and automatically put online for students to rewatch.
Papers	Before each meeting the secretary to the committee will ask for contributions to the agenda and will send out the papers which explain what will be discussed in the meetings.
PG	Postgraduate. Postgraduates are either Taught or Research.
Pro-Vice Chancellor (PVC)	There is one per Faculty and they are the heads of each of the Faculties. Faculty of Liberal Arts and Sciences (FLAS) Faculty of Business (BUS) Faculty of Education, Health and Human Sciences (FEHHS) Faculty of Engineering and Science (FES)

QAA	Quality Assurance Agency. They aim to safeguard standards and improve the quality of UK higher education.
Quality Unit	The result of the reshaping of quality management has been the creation of a single University quality management team - the Academic Quality Unit (AQU) to encompass all of the key institutional- and local-level quality and standards activities.
Review	'Review' is a self-assessment of achievement against stated aims and objectives, asks for student opinions and considers evidence.
SEC	Student Experience Committee. The Student Experience Committee (SEC) is responsible for the strategic development and implementation of policy and procedures that ensure and enhance all aspects of the student experience.
Student Affairs	Student Affairs staff provide a range of services to colleagues within the university who work with students, from support and welfare to employability skills-building.
University Academic Council	Makes recommendations to the Court towards the running of the University. Many of the committees feed into Academic Council. Academic Council is chaired by the Vice Chancellor.
University secretary	Peter Garrod. The University Secretary is appointed by the Board of Trustees and is responsible for ensuring that the University remains compliant within the legal framework, which defines its obligations and duties, and for support to the governance of the University.
Validation / Revalidation	The process which allows for the university to focus on standards of education and resolving problems in specific courses.
Vice Chancellor (VC)	Professor Jane Harrison. The Vice Chancellor is the Chief Executive of the University and has overall responsibility for the management of the institution and its direction. She is accountable to the University Court.
Widening Participation (WP)	Increasing the number of people who attend university and making sure that people from all backgrounds are given the opportunity to study a degree.



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all information correct at  
the time of going to print.