

# FAQs FOR STAFF

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## **WHAT DO I DO IF I FEEL A REP IS NOT BEING EFFECTIVE OR NOT ENGAGING WITH THE SYSTEM?**

We understand that sometimes students can disengage from their roles. This could be for several reasons so in the first instance we suggest you check in on the well-being of the Academic Rep in question. We can offer additional support if needed such as a 1:1 to resolve any issue they may be having regarding the position. If there is a continual issue of not fulfilling their duties and responsibilities, please contact us with their name so we can discuss their ability to complete the role. Our Academic Rep Agreement, which all Reps must sign, details the parameters of their role and the code of conduct they must follow. You can view this agreement [here](#).

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## **A REP HAS TOLD ME THEY NO LONGER WANT TO BE A REP. WHAT IS THE PROCESS FOR THIS?**

If a student would like to step down from their role as an Academic Rep, either you or the student must email to inform us so we can remove them from our records and email lists. Once they are removed the vacant role can be filled by following the co-option process detailed above.

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## **ARE THERE ADDITIONAL WAYS STUDENTS ARE TOLD WHO THEIR REPS ARE?**

Students can see who their Academic Rep(s) are by searching their course on Find My Rep. We also know some schools also publish posters with pictures of their reps and place them in key areas, we recommend this practice and encourage this to spread across the institution. Ultimately another keyway for students to know who their Reps are is by allowing the elected Reps 5 minutes at the start of a lecture to speak to the students, to introduce themselves but to also gather valuable feedback they can then take forward to meetings.

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