

When	Prompt	My Notes
Promoting the Role		
Early September	Is there opportunity to promote the role in pre-arrival communications for new students?	
Week beginning 27 September 2021	<p>Is the promotional video¹ scheduled into induction talks for new students?</p> <p>Who will outline specific local arrangements for putting yourself forward for the role when the video has finished?</p> <p>Which publicity resources will we use to outline how to find out more about the role? How and when will these be distributed?</p>	
Week beginning 4 October 2021	<p>How will we draw the role to the attention of new and returning students?</p> <p>Are there any changes made thanks to students last year we can highlight to help promote the importance of the role?</p> <p>Ask any representatives who are returning to UCL whether they would like to continue for a further year.</p>	
Appointment		
Late September	<p>When is the deadline for students to put themselves forward?</p> <p>Will an email reminder be sent to students in advance of the deadline?</p> <p>Will this deadline allow time to hold an election on Opinio/Moodle/Unitu if there are multiple interested students?</p> <p>Who will pull together the required information for each representative and send these to the Faculty using the return form?</p>	
15 October 2021	Deadline to submit all Representative, Research Student Representative and Lead Department Representative details through the Union website ² .	

¹ <https://www.youtube.com/watch?v=BpZ9IgmRPZ8>

² <https://studentsunionucl.org/academic-reps/add>

From 18 October 2021	<p>Who will write to Academic Reps to let them know they now have the role, and to outline next steps?</p> <p>Who will contact our Academic Reps to ask which one would like to act as Lead Department Representative?</p> <p>How will we co-ordinate a quick election for Lead Department Rep if more than one rep is interested?</p>	
22 October 2021	Deadline to send Lead Department Rep details to Faculty	
Induction & Support		
From 18 October 2021	<p>Who will let our reps know to expect to hear from the Students' Union, and encourage them to attend this training?</p> <p>Do we have details of our Faculty's welcome event to pass on?</p> <p>What local information should we send to representatives on what to expect over the year ahead?</p> <p>Is our first SSCC scheduled after 1 November in order to give the new reps time to be trained and talk to students?</p> <p>Is there key information on local staff roles, and how we can support communication with students which we can pass on to new reps?</p>	
From 25 October 2021	<p>Who will encourage the Lead Department Rep to attend Union Induction training?</p> <p>Which is the relevant Department Teaching/Research Committee the Lead Department Rep will be a member of? Who else will need their details in order to invite them?</p> <p>Does the staff SSCC Co-Chair have the Lead Department Reps' details? Have they made arrangements for setting a detailed agenda for each SSCC, and how they will communicate in advance to agree this?</p>	

Find out more at <http://studentsunionucl.org/reps/staff>
 Contacts us on reps@ucl.ac.uk