

# Student Staff Panel Chair Role Profile



Student Academic Reps  
Cynrychiolwyr Academaidd Myfyrrwyr

## Appendix 2

### Role Objective

To work closely with the Vice Chair and Student Rep Coordinator (SRC) to ensure the organisation and effectiveness of Student Staff Panels (SSPs) and be the key contact for the panel within your school.

### Supported by

- Sabbatical Officers
- Student Voice Team
- Student Rep Coordinator

### Responsibilities

- Control the discussion at SSPs
- Appoint actions at SSPs
- Keep SSPs to time
- Set the date for the SSPs, and confirm the agenda in advance
- Work with the Vice Chair to invite relevant staff and students to SSPs
- Work in partnership with the Vice Chair and SRC
- Promote professional conduct at SSPs
- Attend College Forums with College Deans

### Developmental Opportunities

- Rep rewards - gain points through different Rep activities and claim a certificate to add to your CV
- Swap your Rep points for rewards (previous rewards have included hoodies, mugs, notebooks, water bottles & more!)
- Gain leadership & meeting skills
- Join a Sabbatical Officer Executive Committee
- Attend Academic Rep events
- Pioneer a school project
- Grow your network
- Nominate yourself in the Students' Union elections
- Be nominated for an Enriching Student Life Award



### In your role as an Academic Rep, you are NOT expected to deal with

- Disputes between students and academic staff e.g. harassment
- Formal procedures e.g. exam failures, academic appeals, extenuating circumstances, fitness to practice
- Financial, funding, money queries
- Welfare problems, health and personal issues e.g. housing, employment, immigration

If a student approaches you with a problem and you are unsure where they should be signposted, please contact [StudentReps@cardiff.ac.uk](mailto:StudentReps@cardiff.ac.uk).