

LSU Academic Council 2024/25

The Leicester Students’ Union Academic Council aims to give students a space to discuss, work on and improve academic experiences at this university. This idea of this council is to give a range of Academic Reps and Part Time Officers a space to discuss large scale change to student academic experience. The students and PGRs on this council will work together to take ideas from themselves and other students at the university and develop them into policies and action plans to make a real difference for students.

There are a number of roles on this council which will work around your studies to make sure your academics always come first. To be able to be on this council, you must be a School Rep or Academic PTO. The PTOs will have automatic membership as part of their roles and all College Reps will automatically have be able to input into meetings without voting privileges. For the School Reps, there will be a sign-up form. You will be able to select on the form which roles you would be happy with and we will use a mixture of your experience for the role, your student type and how much spare time you will have to assign the roles.

Each School Rep Role on the council is expected to take up to 15 extra hours across the academic year and can go on your timesheets. For PTOs this council will be a key part of their role. Please think about whether you will be able to commit these extra hours before signing up for any of the roles.

All members of the Academic council are required to:

* Attend Academic Council meetings - there will be at least one 1-hour meeting per month across the academic year with potential for more to be planned if needed
* Engage with an attend any working groups that you are assigned to
* Work together to approve and develop new policies and procedures related to academic experience at the Students’ Union
* Be an ambassador for events and other LSU projects. For example: International Day of Education, Women’s History Month, Neurodiversity celebration week and SU awards.
* Feedback to the Academic Rep Network and/or the groups of students you represent on the work you do
* Keep up to date with any actions and tasks you are given
* Act as role models for Academic Reps and students at Leicester

# Benefits of the Roles

Skills

* Team working
* Communication
* Planning
* Management
* Networking

Experience

* Sitting on a high-level committee
* Running events and campaigns
* Representing students
* Writing policy

# Role Descriptions

### Vice Chair (PTOs only)

* Lead discussions and meetings when the Education Officer is absent
* Liaise with the Education Officer and fellow PTOs following meetings to ensure that the actions from the meeting are being completed by the council
* Act as a main point of contact for the council for general queries
* Help ensure that all of the activities the council are completed to a high standard
* Assist the Education Officer and SU Staff with any relevant decisions
* Work with the Academic Rep Team and Network to implement Academic Feedback into the decisions that the council makes

### Secretary

* Take minutes during each of the Academic Council meetings and keep the council up to date
* Produce a structured email (template will be provided) after each meeting for the Academic Council to view based on the minutes
* Manage an action tracker for the council
* Oversee logistical strategies that the council may have
* Act as the admin during any events or campaigns the council may organise
* Liaise with the research and enterprise team for any reports the council may need, to make decisions
* Work with full time officers and SU staff to promote the work being done on Academic Council to the wider university community
* Work with the engagement lead to ensure they have information on time to produce social media output

### Engagement Lead

* Work with the secretary to ensure events, campaigns and policies developed by the Council are promoted to the wider student body by producing and publishing posts on Instagram
* Work with the other councils to ensure that the joint Instagram page has an output from this council
* Run social media campaigns where appropriate

### Events & Campaigns Lead

* Take the lead on ensuring events and campaigns put on by the Council run smoothly
* Work with the PTOs on campaigns relating to Academic Council
* Ensure that other members of the council have the opportunity to get involved in any projects

### Sports and Societies Liaison

* Liaise with the Societies Council and Sports Council where appropriate
* Work with the Academic Representative from Societies Council on matters relating to academic societies
* Represent student community in academic settings ensuring student communities are considered in decisions the council make as well as policies and activities the council decide on

### Liberation Liaison

* Liaise with the Liberation Council where appropriate
* Work with the Academic Liaison from Liberation Council on matters related to Liberation in education
* Represent liberation groups ensuring they are considered in decisions the council make as well as policies and activities the council decide on

### Sustainability Liaison

* Liaise with the Sustainability Council where appropriate
* Work with the Sustainability Council on matters related to Sustainability in education
* Represent sustainability and ensure that the sustainable development goals are considered in decisions the council makes as well as policies and activities the council decide on

# Sending Application Forms

Applications will open 1st July and you will be sent this document again as well as an application form which will need to be completed by Thursday 7th August at 12pm. Informal chats will take place following this either online or in person. This will provide the Education Office and Academic Rep Team Representative with a chance to gain insight on what you will bring to the council and discuss any ideas you have further. You will be notified of the result of the informal chats by Friday 29th August. Training will then take place W/C: 15th September.

If you have any questions, don’t hesitate to reach out at [su-repteam@le.ac.uk](mailto:su-repteam@le.ac.uk).