

SU Appointment Process

**Vacancies**

If a Faculty Representative, Board of Governors, or Senate Student-at-Large Representative position is not filled in a SU Election or becomes vacant after an election, the SU initiates an appointment process through its appointment process:

1. The vacant position is advertised on the SU website and eligible students can apply.

2. A subcommittee is formed to short list and interview applicants.

3. The subcommittee recommends a preferred candidate to SLC for appointment.

4. SLC votes on whether or not they should approve the appointment.

Faculty Representative Position Description

**Faculty Representatives**

The Faculty Representative is responsible for the representation of the best interests of the students within their faculty.

Faculty Representatives are members of the Students’ Legislative Council (SLC) – the highest governing body for the SU responsible for making financial, policy, and strategy decisions on behalf of all undergraduate students at the University of Calgary. Responsibilities include:

* Preparing for, attending, and participating in weekly SLC meetings which take place on Tuesdays at 6:30pm in Council Chambers
* Be a member of at least one SU committee
* Making informed decisions and maintaining confidentiality
* Following SU policy
* Respecting the authority of SLC and SLC decisions
* Acting in the best interests of the SU and undergraduate students at the University of Calgary
* Promoting for the general welfare of undergraduate students consistent with the purposes of the University of Calgary as a publicly funded post-secondary institution
* Advancing and supporting the SU’s Strategic Plan
* Being informed and aware of the SU’s programs, services, and policies
* Participating in training and orientation activities
* Participating in the training and orientation of their successors by having meetings and preparing transition materials
* Fulfilling any other duty or responsibility that may be assigned or delegated by SLC

Outside of SLC meetings, Faculty Representatives are responsible for representing student interests within their faculties. Responsibilities include:

* Becoming aware of and understanding issues that impact undergraduate students in all years and all programs within their faculty
* Identifying opportunities and execute plans to consult and collaborate with students and student groups to understand undergraduate students’ needs and concerns
* Liaising with university officials about student needs and interests in their faculty
* Attending and participating in university committees for the purpose of representing student needs and interests including:

o Faculty Council and Faculty Council committees

o General Faculties Council (GFC)

o Other university or faculty committees

* Communicating with students in their faculty about the SU’s Strategic Plan, programs, services, policies, and decisions made by SLC.

Time Commitment

**SLC Meetings**

SLC meets every Tuesday at 6:30pm in Council Chambers (across from the Info Centre in MacHall). Attendance at SLC is mandatory, but there is a process for missing meetings if there is a medical emergency or a course conflict. SLC members are also allowed to miss a maximum of three meetings each term.

**General Faculties Council**

The SU is required to appoint one Faculty Representative from each faculty to serve on the General Faculties Council (GFC) each term. GFC is the university’s highest academic governing body and makes decisions about academic programs and policies that impact the student experience, teaching, and research. GFC meets from 1:30-4:30pm on the third Thursday of every month. Attendance at GFC is mandatory for the appointed representative, unless there is a course conflict or a medical emergency.

**Other Responsibilities**

The goals and activities of Faculty Representatives vary depending on what they are working on and how many committees they serve on. Most SU Faculty Representatives estimate that they work approximately 10 hours/week.

Application Form

**Checklist**

Application Package **Mandatory** Items:

Completed Candidate Registration Form (below)

Statement of Intent (500 words outlining why you want the position, how your experience has prepared you for the position, why you did not decide to run for this position in the General Election, and any goals you would like to accomplish in the position)

 Resume

[Proof of Enrollment](https://www.ucalgary.ca/registrar/student-centre/enrolment-verification) in faculty

**Candidate Registration Form**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare my application for the position of**

**Name of Candidate**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
 **Position Sought**

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| |  |  |  | | --- | --- | --- | | **Name (last name, first name):** | | | | **Student ID Number** |  | | | **Faculty** |  | | | **Address** |  | **Postal Code** | | **Cell Phone** |  | | | **E-mail** |  | | | **Position Sought** |  | |  |  |  | | --- | --- | | **Signature of Candidate** |  | | **Submission Date** |  | |

Please email completed applications to Michael Hedgecock at [michael.hedgecock@ucalgary.ca](mailto:michael.hedgecock@ucalgary.ca)