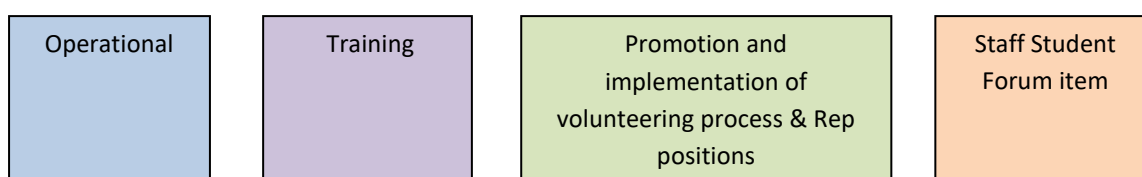


## Staff Liaison Contact (SLC) Calendar



<b>Before Autumn Term</b>	Inform Registry and the Guild of the Staff Liaison Contact (SLC) and administrative support for the Staff Student Forums (SSFs)
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<b>Autumn Term</b>	<b>Induction period for all students and postgraduate researchers:</b> principles of student representation, postgraduate researcher representation, and the role of Student Rep/PGR Rep to be promoted to both new and continuing students students/postgraduate researchers <sup>1</sup> , noting the volunteering portal process to become a rep
	<b>College SLC Forum</b> to be attended by SLCs and any staff involved in the operation of the SRS and Staff Student Forums (SSF). The forum is facilitated by Registry and the Guild to provide guidance on existing and new Student Rep Systems matters.
	<b>Volunteering:</b> Students and postgraduate researchers interested in undertaking a rep role are encouraged to volunteer via the Guilds rep volunteering portal.
	Volunteers will undertake the Guild’s online core rep training, which includes “How to be a rep” – basic roles and responsibilities <ul style="list-style-type: none"> <li>▪ Only after completion of the core rep training will a volunteer officially be a rep. Details of the official rep will be passed to the SLC/admin (or equivalent) in order to undertake the rep role on a Staff Student Forum.</li> </ul>
	<b>Local induction for reps:</b> Local inductions to be delivered in partnership with the Guild and SEO (or equivalent role), and SLCs to meet informally with reps, once recruited, to provide School/Department/programme-level contextual information to reps. <ul style="list-style-type: none"> <li>▪ Promotion of workshops and bespoke programme/School level sessions provided by the Guild.</li> <li>▪ An explanation of School/College committee structures, and quality assurance and student feedback processes;</li> </ul>
	Make practical arrangements for the operation of the SSF. This should include: <ul style="list-style-type: none"> <li>▪ agreeing dates and times for formal meetings (suggested - at least three meetings per year, normally one per term);</li> <li>▪ appointment of a Forum secretary (ideally a Professional Services staff member)</li> <li>▪ an introduction to staff members of the SSF;</li> <li>▪ a short briefing by experienced reps, where possible;</li> <li>▪ the previous year’s minutes and actions/annual report;</li> </ul>

<sup>1</sup> Could also be done for continuing students before the summer

	<ul style="list-style-type: none"> <li>any other local information to help reps carry out their role.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Appointment of a Senior Rep as student chair/co-chair</b> (Please inform the Guild of Students of the elected student chair/co-chair).</li> </ul>
	<p><b>First SSF meeting:</b> first formal meeting of the Forum should take place this term. Business should include, if available at the point of the meeting:</p> <ul style="list-style-type: none"> <li>(UG SSFs only) UG <b>external examiners' reports and School's responses</b>.</li> <li>(UG SSFs only) subject-specific report of <b>student survey results and School's action plans</b>;</li> <li>(PGT SSFs only) <b>PTES results and actions arising</b>;</li> <li>(PGR SSFs only) <b>PRES results and actions arising</b>;</li> <li><b>School Education Plan/Outcomes</b> arising from Annual Programme Review</li> <li>Remember to invite a Library Engagement Advisor to attend at least once per year  <a href="https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx">https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx</a></li> <li>Any issues/actions arising from Forums that require escalation should be referred to an appropriate committee (at School level initially, then College if required).</li> <li>Minutes should be provided to the School Head of Quality.</li> </ul>
<b>End of Semester One (Early December)</b>	<p><b>Mid-year Evaluation (request will be made from Registry/SRSAB):</b> SLCs (or admin staff) to complete a mid-year evaluation (template and deadline to be communicated closer to the time – likely mid-January).</p>
<b>Spring Term</b>	<p><b>January cohorts (if applicable):</b> Explain and encourage January cohort students and postgraduate researchers interested in undertaking a rep role to volunteer via the Guilds rep volunteering portal. Hold local induction for reps (as detailed above) for any cohorts who start in January.</p>
	<p>January cohort volunteers will undertake the Guild's online core rep training, which includes "How to be a rep" – basic roles and responsibilities</p> <ul style="list-style-type: none"> <li>Only after completion of the core rep training will a volunteer officially be a rep. Details of the official rep will be passed to the SLC/admin (or equivalent) in order to undertake the rep role on a Staff Student Forum.</li> </ul>

	<p><b>Second SSF meeting:</b> second formal meeting of the Forum should take place this term. Business should include:</p> <ul style="list-style-type: none"> <li>▪ Any items not available for discussion at the autumn term meeting (see above);</li> <li>▪ Summary of outcomes of the <b>taught annual review process</b>;</li> <li>▪ (PGR SSFs only): summary of outcomes of <b>PGR annual review</b> process;</li> <li>▪ (PGT SSFs only): <b>PGT external examiners' reports and School's responses</b>.</li> <li>▪ Remember to invite a Library Engagement Advisor to attend at least once per year  <a href="https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx">https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx</a></li> <li>▪ Any issues/actions arising from Forums that require escalation should be referred to an appropriate committee (at School level initially, then College if required).</li> <li>▪ Minutes should be provided to the School Head of Quality.</li> </ul>
Summer Term	<p><b>Annual Review Form (request will be made from Registry/SRSAB):</b> SLCs/SEO (or equivalent) to draft the Annual Review Form (template and deadline to be communicated closer to the time – normally April with a deadline of mid-June).</p> <p><b>Third SSF meeting:</b> third formal meeting should take place this term. Business should include:</p> <ul style="list-style-type: none"> <li>▪ any items not available for discussion at autumn or spring meetings (see above);</li> <li>▪ If applicable, discussion and agreement of the Annual Review Form.</li> <li>▪ Remember to invite a Library Engagement Advisor to attend at least once per year  <a href="https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx">https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx</a></li> <li>▪ Any issues/actions arising from Forums that require escalation should be referred to an appropriate committee (at School level initially, then College if required).</li> <li>▪ Minutes should be provided to the School Head of Quality.</li> </ul>