**Recruitment process for Course Reps (Agree SROG February 2016)**

1. Course leaders should aim to recruit a minimum of three course reps per year of each course. Course leaders can choose to recruit more reps if they want to (for example for courses with large cohorts). For very small courses, three reps may not be needed. However, we believe it is better to over-recruit in case any Course Reps give up the role during the year. It is also good to have more than one Course Rep so that they can support each other and share their workload.

1. At the start of the recruitment process, all students should be informed of the role and responsibilities of a Course Rep, how the recruitment process works, how to nominate themselves and the time limit for nominations.
2. All students should have the opportunity to volunteer for the role. Course leaders should invite students to nominate themselves.
3. If more students than needed volunteer, elections should be held so that students can choose who represents them.
4. Elections can be held in class or online, but they should follow the principle of a secret ballot.
5. The Students' Union will provide guidelines on holding fair and inclusive elections.
6. Where course reps cannot be recruited because there are no volunteers or the course rep system is not suited to the type of course (e.g. for distance learning courses), alternative methods for consulting and gathering feedback from students should be put in

**Department Rep recruitment**

***Timing of recruitment***

Where possible, Department Reps to be recruited at the end of the year to take up their position the following academic year. This timing is used for recruitment to other student positions, such as student society committees, sports club committees, part-time and full-time Students' Union representatives and Students' Union standing committees. Students on one-year courses and first-year students could still be recruited at the start of the year.

***Process of recruitment***

1. All Course Reps to be invited to nominate themselves. This information should be sent out to reps before the Easter holidays.
2. Reps nominate themselves. Deadline for nominations a few weeks after the Easter holidays.
3. If more reps than needed put themselves forward, Department Reps should be selected via election by students. The Students' Union can support/advise Faculties on organising online elections.
4. Department Reps invited to a training session (run by the Students' Union with support from Faculty staff) to prepare them for their role.