



Policy to Govern the Removal of Academic Representatives

1. Introduction

Academic Representatives are elected into position by their peers. However it may be necessary to remove an Academic Representative from their elected position for a variety of reasons.

2. Purpose

2.1 The purpose of this policy is to:

- a) Outline the potential reasons for the removal of an Academic Representative from their elected position.
- b) Outline the process for the removal of an Academic Representative.
- c) Outline the process for filling the created vacancy.

3. Reasons for the removal of an Academic Representative

3.1. An Academic Representative may be removed from their role as an Academic Representative for the following reasons:

- a) There is a breach of the Code of Conduct for Academic Representatives
- b) If a ban from the Students' Union is placed upon the Academic Representative
- c) If a formal complaint about the student is upheld by the University
- d) If the Academic Representative is found to have negatively used their power as an Academic Representative
- e) If the Academic Representative is found to have exhibited unacceptable or abusive (physically or mentally) behaviour towards another student or member of staff
- f) If evidence of significant dissatisfaction with the work of the Academic Representative is provided to the VPAA including lack of attendance without apologies at 2 or more Subject Committee Meetings or Rep Forums; or less than a 70% attendance rate.

3.2. This list is not exclusive, and it remains at the discretion of the VPAA as to whether additions are able to be made to the list of reasons.

4. Process for the removal of an Academic Representative

4.1. A request for the removal of an Academic Representative must be made by a student studying the course represented by that Academic Representative; the relevant School or College Rep; or in the instance of a complaint of unacceptable or abusive behaviour, by a member of University or Students' Union staff.

4.2. University staff are not able to request the removal of an Academic Representative on the grounds of 3.1(f). However if evidence is provided, removal may be considered.

4.3. Evidence must be provided for the removal of the Academic Representative. The representative will not be able to be removed without such evidence. It remains at the discretion of the VPAA to decide whether enough evidence has been provided to contribute to the removal of an Academic Representative. The VPAA must ensure that lack of attendance is confirmed by the School Administrator or Student Engagement Champion.

4.4. Once there is deemed to be sufficient evidence, the Representative in question shall be given the option to informally step down from their position prior to an investigation being launched. This conversation will be had with the Academic Representative by the Vice President Academic Affairs.

4.5. Each case shall be considered on a case-by-case basis by the VPAA, with the support of the Executive Committee, however the final decision shall remain with the VPAA.

4.6. A warning and reminder to reps after they miss one Subject Committee or Rep Forum without apologies shall be given by the VPAA, via email

4.7. It is the responsibility of the Student Voice Team to inform the Academic Representative in question that the investigation is taking place and to provide information about the steps of the process, in line with this policy, via email or phone. This process will involve the gathering of evidence, and an internal review of a reps performance.

4.8. Unless the removal request is made against or by a College Officer, the relevant College Officer shall be able to represent or support the welfare of the Academic Representative in question. In the case of the removal request being made about or by the College Officer, a relevant School Rep shall be able to support the Academic Representative.

- 4.9. It is the responsibility of the Student Voice Team to inform the Programme Leader that the investigation is taking place.
 - 4.10. The representative shall not have the right to speak to the VPAA about the allegations whilst the investigation is being undertaken.
 - 4.11. On making a decision, it is the responsibility of the VPAA to inform the Academic Representative of the outcome via email.
 - 4.12. The decision of the VPAA is final, however the Representative has the right to appeal the removal via the Students' Union Appeals Process.
 - 4.13. Following the closure of the investigation, it is the responsibility of the Student Voice Team to inform the Programme leader of the outcome.
 - 4.14. If an Academic Representative is removed from position, they shall not be able to stand as an Academic Representative again. This does not prevent them from standing for a Sabbatical Trustee position, or a Non-Academic Volunteer Officer/Rep role.
5. Process to fill a vacancy as a result of the removal of a Rep
- 5.1. Following the removal of an Academic Representative, a vacancy will be created. An offline election should be run to fill this vacancy in line with the process in point 6 of the policy governing elections of Academic Representatives.
 - 5.2. The vacancy must be filled within 30 working days of the removal of the previous representative, unless the vacancy occurs after an Academic Rep 'elect' is in position. In this case, the VPAA shall discuss with the Academic Rep 'elect' whether they wish to commence the role with immediate effect.