**Student Staff Fora**

**Terms of Reference**

1. **Purpose**

Student Staff Fora are staff-student liaison meetings, set up and delivered by faculties, departments, and schools to allow for collaborative discussion and problem solving between key University staff members, and Academic Student Representatives. These meetings are specifically designed and structured to focus on collaboration between students and staff, with digital pre and post meeting discussion spaces on Microsoft Teams being used to allow attendees to set agendas together, whilst addressing minor or quick points which do not need to be taken forward to the full meeting, These meetings have also been designed to align with the principles of the ongoing ART Project 22/23 being delivered by UoNSU, and are designed with flexibility and adaptability in mind so that they can be structured in a manner which best suits individual faculties, departments, and schools. The group shall operate within the guidelines set out in the University Quality manual and the Students’ Union bye-laws.

1. **Responsibilities**

Without limiting the general responsibilities as described above:

* Facilitate information sharing, collaborative problem solving, and the closing of the feedback loop between departmental staff and course representatives, with oversight from UoNSU.
* Formulate termly and annual reports to summarise the key discussion and feedback points from a given faculty, department, or school.
* Facilitate the closure of the feedback loop for course representatives by encouraging staff to proactively address minor points of feedback, whilst working collaboratively to address larger areas of concern.
1. **General**
	1. **Membership**
	* Senior Course Representatives of the relevant department, faculty, or school
	* Key staff members from the relevant department, faculty, or school
	* *Ad Hoc* attendance of relevant UoNSU Staff and Officers
	* *Ad Hoc* attendance of relevant University staff
	* Attendance of Course Reps for cocreation of ideas, clarification of feedback and to support the Senior Course Rep
	1. **Chair & Support**

The committee will be chaired by a relevant member of departmental, faculty, or school staff, with administrative support from Registry and Academic Affairs or Education and Student Experience staff as appropriate for that unit. UoNSU will support the initial administration of Student Staff Forums by providing relevant guidance as to their general structure and purpose, alongside guidance on interacting with the meetings in the Microsoft Teams space.

* 1. **Frequency of Meetings**

A minimum of 3 sessions per academic year with the ability to call extra meetings based on the chairs’ discretion.

* 1. **Deputies**

The Committee will allow to nominate deputies at the discretion of the Chair

* 1. **Quorum**

The quorum will be the Senior Course Representative, Designated Staff Chair, and 20% of the Course Representatives assigned under this Student Staff Forum. If quoracy is not reached, the meeting can still go ahead but actions will need to be ratified via email to all Course Representatives.

* 1. **Terms of Office**

The term of office for this group is *ex-officio* with representatives recruited by UoNSU and relevant University Staff of a given department on an annual basis. Staff members of the committee should be determined by the relevant departments on an *ad hoc* basis.

* 1. **Reporting & Review**

To be determined by Department/School. The SSF actions should feed into the relevant committee in the school, usually a Teaching and Learning Committee or Education and Student Experience committee.