

## **University of Cumbria Students' Union**

### **Bye-Law 4: Sabbatical & Non-Sabbatical Officers**

#### **1. Full-Time Sabbatical Officer Roles**

1.1. The Full-Time Sabbatical Officer roles of the Students' Union are:

- Academic Lead Officer
- Wellbeing Lead Officer

#### **2. Part-Time Sabbatical Officer Roles**

2.1. The Part-Time Sabbatical Officer roles of the Students' Union are:

- Institute Officer (Part-Time Sabbatical)

#### **3. Part-Time Non-Sabbatical Officer Roles**

3.1. The Part-Time Non-Sabbatical Officer roles of the Students' Union are:

- Online Learner Officer
- Social Officer
- Equality, Diversity & Inclusion (EDI) Officer
- Mature Student Officer

#### **4. Appointment**

4.1. The Full-Time Sabbatical Officer roles, as stated in clause 1.1, and the Part-Time Sabbatical Officer roles, as stated in clause 2.1, are the appointments of major union offices under Section 22 of the Education Act 1994.

4.2. The Full-Time and Part-Time Sabbatical Officer roles under clauses 1.1 and 2.1 are elected in accordance with the Constitution and Bye-Law 5: Elections.

4.3. The Full-Time Sabbatical Officers shall commence their role on the 1st July following their election and serve through to, usually June 30<sup>th</sup> of the following year.

4.4. The Full-Time and Part-Time Sabbatical Officers shall serve in accordance with the term and conditions outlined in their contracts and roles.

4.5. The Part-Time Non-Sabbatical Officers shall serve in accordance with the terms specified by the Students' Union.

#### **5. Status**

5.1. The Full-Time and Part-Time Sabbatical Officers are both office holders and employees of the University of Cumbria Students' Union.

5.2. The Part-Time Non-Sabbatical Officers are non-salaried office holders, subject to the policies and procedures of the Union.

5.3. All Officers, whether Full-Time or Part-Time, are required to adhere to the terms and conditions of employment as outlined in their contracts and the Union's policies.

## **6. General Duties**

6.1. All Sabbatical Officers, whether Full-Time or Part-Time, are expected to undertake the following general duties:

- To uphold the purpose, vision, and values of the Union.
- To uphold the Constitution, Bye-Laws, and any other regulations or policies to ensure the effective governance of the Union.
- To encourage the development of localised student communities and take responsibility for the Union's relations with, and integration into, the local community.
- To support the provision of democratic systems that provide channels for student voice to shape the work of the Union, including elections and student ideas.
- To engage with national education issues and other issues relevant to the membership.
- To be accountable to the membership, via the democratic systems, for the delivery of actions and policy devolved to them.
- To serve as a Sabbatical Trustee of the Union.
- To keep and publish a record of their weekly activities to be accessed and scrutinised by Members.

6.2. All Sabbatical Officers are expected to attend the following meetings within the Students' Union and University:

- Student Experience Committee
- Board of Trustees
- Any other formal meetings as required by the Students' Union.
- Any other formal meetings as required to ensure the fair representation and involvement of members in the University's decision-making.

6.3. All Officers are expected to engage with members to understand their issues, concerns, desires, and ideas across the breadth of the student experience.

## **7. Role-Specific Responsibilities**

### **7.1. Academic Lead Officer (Full-Time)**

- Represent and support students on matters related to academic experience, including academic quality, course-level student voice systems, academic policies, and infrastructure.
- Work collaboratively with the University to develop and enhance students' academic experiences.
- Lead campaigning activities on academic issues, in collaboration with Institute and Course Reps.
- Liaise with relevant parties on academic matters.
- Support the development of Academic Societies and represent student feedback to University academic bodies.
- Function as the Student Director on the University Board.

### **7.2. Wellbeing Lead Officer (Full-Time)**

- Chair the UCSU Trustee Board to ensure appropriate scrutiny of the Union.
- Ensure compliance with relevant bodies and procedures through participation in risk and resource committees.
- Support the Student Experience Committee and report on wellbeing-related matters.
- Act as the point of contact for overall student wellbeing, supporting student-led initiatives.
- Write bi-monthly reports based on SEC meetings and actions taken.

### **7.3. Institute Officer (Part-Time Sabbatical)**

- Attend Quality Enhancement Meetings and provide input on relevant action planning.
- Collect and report student feedback from Institute Student Forum meetings.

### **7.4. Online Learner Officer (Part-Time Non-Sabbatical)**

- Act as the point of contact for remote learning-related issues, excluding academic content.
- Organise feedback opportunities to assess the e-learning experience and work with the Academic Lead Officer on relevant issues.

### **7.5. Social Officer (Part-Time Non-Sabbatical)**

- Be the point of contact for social and campus events.
- Support event organisers and ensure inclusivity in campus-based activities.

### **7.6. Equality, Diversity & Inclusion Officer (EDI) (Part-Time Non-Sabbatical)**

- Represent students on EDI-related issues and collect feedback on university life related to EDI.
- Support the Wellbeing Lead Officer and engage with EDI networks or societies.

### **7.7. Mature Students Officer (Part-Time Non-Sabbatical)**

- Represent and engage mature students, ensuring their inclusion in university activities.
- Work with the EDI Officer to address issues affecting mature students.

## **8. Accountability**

8.1. The Officers are accountable to all members of the Union.

8.2. Officers may be sanctioned or removed from post according to the following procedure:

- Proposal for sanctioning or dismissal submitted and supported by students according to Bye-Law 8: Ideas & Policy.
- Proposal considered by Student Experience Committee with the exclusion of the offending Sabbatical Officer.
- If further action is deemed necessary, the proposal shall be forwarded to the Trustees
- If successful, the proposed sanction shall be applied with immediate effect.
- If further action is deemed necessary, an all-member referendum shall be called in accordance with Bye-Law 9: Referendums.
- If successful, the proposed sanction shall be applied with immediate effect.
- Replacement of removed Sabbatical Officers shall be via an election set by the Board of Trustees in accordance with Bye-Law 6: Elections.