

Representatives' Briefing

30 October 2007



This briefing / role description is taken from a letter sent to all Representatives in October 2007, clarifying their role as a Representative and the role of the Centre in supporting Reps and the Reps Network

The Centre's role in supporting Reps and the Reps network:

To raise the profile of Reps and the Reps Network the Centre will:

- inform Heads of Department (or equivalents) and other senior staff in your institution of your contribution to learning and teaching in the Biosciences (i.e. help to raise your profile within your institution)
- seek information from new contacts and existing contacts (who register with the Centre, for events or apply for funding) on the impact of publicity circulated via the Reps network, and inform individual Reps of such findings
- prioritise enquiries from Reps
- maintain a public list of Bioscience Reps and their departments and institutions on our website
- Provide you with a sign for your office door, indicating your role as Centre for Bioscience Representative
- If you don't have facilities within your department; fund a simple notice board to display Centre for Bioscience and other relevant learning and teaching materials

To inform you of our contact with colleagues in your institution the Centre will:

- publish a list of mailings and other instances of community-wide communication on our web site (linked to the Reps' section)
- periodically keep you informed of the individuals from your institution/department we are in contact with

To promote greater two-way communication and awareness the Centre will:

- Keep you informed of Centre activities via email and periodic mailings
- Arrange an annual meeting (Forum) for all Bioscience Representatives. This will take place each September with all accommodation and meals paid for by the Centre
- Periodically send you printed materials and ask for these to be distributed to colleagues
- Supply printed materials for notice boards, and wherever possible supply additional materials and copies of publications upon request
- Develop a Bioscience Learning and Teaching Departmental Showcase on our website and invite you to share learning and teaching news, practice, issues from your department/unit
- Give you opportunity to provide feedback on Centre activities and policy issues in order to influence future activity

Your role as Rep:

To raise your profile as a Bioscience Rep and the profile of the Bioscience Reps Network you will:

- agree to your details being shared with your institution (via the Centre/Higher Education Academy) and/or other Subject Centres in the Subject Network

- agree to your name (and contact email or telephone no.) being published on the Centre's website
- consider volunteering to coordinate your own events on behalf of the Centre (perhaps on a regional basis and direct/lead on the annual Reps Forum)
- notify us when you no longer wish to continue in the role of Bioscience Rep and where possible, notify us of a replacement

To promote greater two-way communication and awareness you will:

- acquaint yourself with the work of the Centre and its staff (if not familiar), and maintain an active interest in changes and developments at the Centre
- inform the Centre of (local) learning and teaching issues and resources
- disseminate Centre communications (hard copy and electronic) to colleagues in your bioscience unit, and in particular to new staff and other individuals who haven't joined the Centre for Bioscience Network (the Centre's mailing list)
- provide/direct Centre staff towards information and material for the Bioscience Learning and Teaching Departmental Showcase

Benefits

We believe there are a range of benefits in being a Rep including:

- Annual opportunity to attend an invitation-only event which brings together the Centre's key contacts to discuss bioscience learning and teaching in an informal setting
- Being part of an identifiable sub-community of bioscience learning and teaching professionals
- Increased recognition within institutions (via the Centre's and Higher Education Academy contact with HODs and institutions)
- Increased visibility and profile/recognition across the Bioscience Learning and Teaching Community: e.g. through expanded web content
- Improved communication with others with learning and teaching interests
- Your teaching can be informed and supported by full knowledge of the Centre's activities and resources
- Access to greater networking and collaboration opportunities (over and above those available to the Centre's 'regular' contacts)
- The opportunity to learn more about and influence Centre activities and to initiate and lead-on Bioscience Rep Network activities

Please contact us with your thoughts on how we can further support you in this role.