

### **ULPSU Vice President Academic**

1. On the instruction or in the absence of the President, deputise for the President as appropriate.
2. Jointly with the President, represent postgraduate students at UL. Be the chief representative of postgraduate students on all academic and research committees and other boards of the University, as required, operating a feedback/feed-forward loop between UL and its postgraduate students. The Vice President Academic can nominate faculty reps, PhD reps or the PhD and Research Officer to sit on some of these committees and groups.
3. Act as a liaison between the PSU and UL on academic and research matters.
4. Advocate for the best interests of and support UL postgraduate students. Advocate and attend to students' academic issues and concerns, such as student/lecturer and student/supervisor issues, academic policy, grants and funding, academic calendar and procedures.
5. Act in accordance with and uphold the PSU constitution.
6. Coordinate the activities of the PSU on UL Faculty Boards.
7. Be jointly responsible with the President for initiating PSU policy in consultation with the postgraduate population through Executive, Council, General Meetings and, if necessary, referenda.
8. Collaborate with the President to review and monitor the implementation of UL policies and procedures, such as the Student Complaints Policy & Procedures, Academic Regulations & Procedures and Student Charter.
9. Work with the President to plan and organise events such as workshops, campaigns and social activities that enhance the student experience.
10. Develop and implement communication strategies to engage with students, staff, unions and other stakeholders.
11. With the other Sabbatical Officers, coordinate the initiation and implementation of student-led campaigns and ensure such campaigns are in line with PSU goals and objectives.
12. Ensure Executive and Council members are elected in accordance with the constitution.
13. Attend all Executive, Council and General Meetings and report on work in progress or completed, including but not limited to goals, projects, achievements, issues and recommendations.
14. Share overall responsibility for all PSU office records in liaison with the President, Vice President Engagement and Secretary-General.
15. Be a co-signatory on the PSU's current account and approve purchases and financial transactions as requested.
16. Share responsibility for ensuring the PSU finances and accounts are kept and presented in a clear and transparent matter and in a timely fashion.

17. Jointly with the Secretary-General and the other Sabbatical Officers, ensure that elections are conducted in accordance with the PSU constitution.
18. Act reasonably and prudently in all matters and in the best interests of the PSU.
19. Perform such other functions as Executive or Council may determine.
20. Deliver a clear and concise handover/induction to the incoming Vice President Academic during the two-week sabbatical officer handover period.
21. Be a full-time Sabbatical Officer. The Vice President Academic shall take a leave of absence from their studies for the duration of their tenure in the role and shall not engage in any employment that conflicts with, or impinges upon, their duties as PSU Vice President Academic.