

## **PsyD Student Representative Role Description and Terms of Reference**

The primary role of the PsyD student representative is to liaise between their cohort and the Clinical Faculty in the Department. This means facilitating the exchange of relevant information as well as soliciting and expressing consensus opinions from their cohorts during the committee meetings. While the student representative has a role in ensuring the needs and concerns of the students are heard, the first avenue for conflict resolution should always be the appropriate faculty member or supervisor.

### **Composition**

A student representative is elected from each of the three cohorts. Serving as a student representative is a 1-year commitment with the possibility for re-election.

### **Selection of Student Representatives**

Student representatives will be selected at the beginning of each year on a volunteer basis. A vote will be held if multiple students are interested in serving the same position within their cohort.

### **Primary Responsibilities:**

#### *(1) Communication with the Student Body*

- Representatives are required to communicate with their cohort on a regular basis in order to ascertain their feedback, comments, questions, or concerns which may be relayed back to the Clinical Faculty. There may be several ways to accomplish this, including meeting one-on-one with classmates/other students; sending out emails or messages to students; or attending faculty and student feedback sessions.
- Representatives may make informal notes during said meetings, or compile a list of questions or concerns, which can then be expressed at the following Clinical Faculty meeting.
- Faculty members are encouraged to provide student representatives with topics for which they would like feedback from the student body.
- Formal Clinical Faculty meeting minutes are made accessible to the student representatives for distributions once they are approved by the committee.

#### *(2) Representation at Meetings*

- Student representatives attend monthly meetings with the clinical faculty and are expected to advocate student issues and concerns during the meeting. In addition, each meeting will have an agenda item for student representatives to voice student concerns/feedback/requests. The identity of students that have provided any concerns/feedback/requests must be kept anonymous.
- Student representatives recognize and acknowledge the sensitive and developmental nature of items discussed during clinical meetings and will use professional judgment when disseminating relevant information to the students and the program. An important goal of the student representatives is to encourage a positive and professional graduate department climate.

### *(3) Voting at Meetings*

- For voting purposes at Clinical Faculty meetings, there is 1 student representative vote. The attending student representatives will jointly decide the vote. As a matter of convenience, the most senior student representative attending will cast the vote.
- Student representatives do not vote on motions that impact hiring (including adjunct appointments) or items related to faculty workload; however, this does not preclude student input during the discussion period. Student representatives are not present during confidential discussions about individual student progress in the program.

### *(4) New Student Orientation Activities*

- Representatives are responsible for contacting new students before the start of the fall semester and planning activities to help welcome them to the department/program. Activities in past years have included hikes, dinner/drinks, etc.