

Terms of Reference

School of Economics

School of Economics Student-Staff Liaison Committee

1. Purpose

Founded in May 2019, the Student-Staff Liaison Committee (SSLC) is a representative advisory body in the School of Economics (SoE). The primary purpose of the committee is to enhance the student experience in the SoE through fostering collaboration between students and staff, ensuring that student needs, perspectives, and concerns are recognised within School decision making.

Vision

A student community within the School of Economics that is empowered to be agents of change, and equipped with the appropriate services and knowledge required to influence their teaching and learning requirements – ensuring the best educational experience for all.

Mission

To improve the education experience for current students by providing a two-way communication channel between staff and the student community within the School of Economics – identifying an appropriate channel for raising questions, concerns or suggested improvements.

Ideal requirements

The Student-Staff Liaison Committee (SSLC) aims to meet three ideal requirements:

1. It represents the student body; that is, its student representatives have the function and responsibility to represent the needs and provide a channel of feedback from and to the student body;
2. It is representative of the student body: that is, it takes different constituencies into account within the student population (e.g., in terms of level; at least the large programs; domestic vs international; diversity and inclusion considerations);
3. It is empowered, i.e. it receives the appropriate training support and recognition for its important representation role in the School, the Faculty and the University.

2. Functions and Responsibilities

To achieve the purpose and requirements outlined above, the SSLC will provide:

- A forum for student representatives to raise any issues of concern or of interest;
- A forum for the School to get feedback on topics it wishes to raise (for example, in the context of forthcoming program reviews);
- An opportunity for mutual dialogue, and identification of further opportunities for staff – student partnerships;
- Student representatives for committees and student partnership opportunities within the School, Faculty and University;

Terms of Reference

- A forum for the University of Queensland Economics Society (UQES) to liaise with the School leadership as well as non-member students.
- A forum for the University of Queensland PPE Society (UQPPES) to liaise with the School leadership as well as non-member students.
- A forum for the University of Queensland Women in Business, Economics Law Society (WiBELs) to liaise with the School leadership as well as non-member students.
- A forum for the University of Queensland Student Union (UQU) to liaise with the School leadership as well as non-member students.

3. Membership

Composition

The membership of the SSLC will be comprised of:

- The Chair of the SSLC, a student representative;
- The Secretary of the SSLC, a student representative;
- A member of the UQES executive, if they are willing;
- A member of the PPE Student Society Executive, if they are willing;
- A member of the Women in Business, Economics, Law Student Society Executive, if they are willing;
- The holders of the Current Year 12 Equity and Diversity Scholarship and of the Postgraduate Coursework Scholarship for an Aboriginal or Torres Strait Islander Student, if they are willing;
- Student volunteers selected with the aim to have representation from undergraduate, postgraduate and HDR level, from a spread of programs, domestic and international representation, gender balance, and other diversity and inclusion considerations insofar as possible given the pool of potential volunteers;
- The Head of School;
- The Director of Teaching and Learning;
- The Director of HDR Programs;
- The Work integrated Learning and Employability Officer;
- The Manager, Student & Academic Administration
- School Learning Designer

Appointment processes

Chair and Secretary

The Chair and Secretary of the SSLC will normally be appointed by the outgoing Chair, Secretary, and the Manager (Student & Academic Administration). The positions will be advertised, where applicants should submit written applications. Shortlisted applicants will then be interviewed by the outgoing Chair, Secretary and the Manager (Student &

Terms of Reference

Academic Administration). The appointed Chair and Secretary must be current students affiliated with the School of Economics, for the entire duration of their term.

Student representative members (Volunteers)

Student representative members (volunteers) will normally be appointed by the current Chair and Secretary. The position will be advertised where applicants should submit written applications. Shortlisted applicants will normally then be interviewed by the current Chair and Secretary. Appointed members must be current students affiliated with the School of Economics.

4. Appointment Terms

Chair and Secretary

The Chair and Secretary are both appointed for an initial term of one (1) year. Reappointment, if desire is expressed by the Chair or Secretary, occurs at the discretion of the Manager, Student & Academic Administration. The position of Chair and Secretary can only be held for a maximum term of two (2) years.

Student Representative Members (Volunteers)

Student Representative Members (Volunteers) are appointed for an initial minimum term of one (1) year. Appointed Student Representative Members (Volunteers) may remain as in their positions indefinitely, provided that they are current students affiliated with the School of Economics.

Any appointed Student Representative Members (Volunteers) can request a conclusion of membership from the SSLC at any time, following their initial minimum term of one (1) year, via email request to the current Chair and Secretary, with a nominated time frame in which the action is to come into effect. No minimum time for notice is required.

5. Meeting Arrangements

There will normally be four (4) SSLC meetings per calendar year. The meetings should be held on a quarterly basis. Meetings must normally be held within Semester 1 and 2, with two (2) per academic semester. A duration of one (1) hour per meeting is acceptable. The meetings should be held in person, with a videoconference option provided to members if required. Availability providing, the meetings should be held in the Colin Clark building, in the SoE boardroom, room 39-629.

6. Review of Terms of Reference

These Terms of Reference will be reviewed annually or as required.

Date	Action
31 st May 2019	Terms of Reference drafted
19th November 2025	Terms of Reference updated