



STONY BROOK WEST CHAPTER

Why serve as a Department Representative?

1. Serving as a Department Representative *may* be recognized as University Service.
 - a. According to the SUNY Board of Trustees, 'Effectiveness in University Service' is listed among criteria for consideration in Evaluation and Promotion of Employees. ([pages 30-31](#))
2. Serve as a conduit of communication and information for your co-workers regarding benefits questions, FMLA, upcoming events, etc.
3. Network with other Department Representatives across campus.
4. Share your passion for our union with your co-workers to build a Union culture.
5. Have more of a voice in the direction of our Union and SBU.

Responsibilities of the Stony Brook West Campus Department Representative

1. Announce to the members of our department or unit that you are serving as their UUP Representative. Encourage your colleagues to come to you with any questions, concerns or ideas that might involve the union. Encourage your department's participation in UUP committees and chapter events/workshops.
2. Maintain a bulletin board and post notices or events, newsletter issues, happy pay day, or other materials sent over by the chapter. We want UUP to be a visible presence in all of our buildings. If you don't have a bulletin board in your department or unit, please contact us and we will work with you to arrange one.
3. Keep your colleagues informed about union events, workshops, or any other union initiatives via email, Facebook, Twitter, etc. Please encourage your

colleagues to follow the Chapter social media accounts.

<https://www.facebook.com/uupsbu/> and <https://twitter.com/uupstonybrook>

4. We want two-way communication. We will regularly communicate with Reps about union events and initiatives. But we also need you to be the “eyes” and “ears” of the Chapter. Keep us informed of any concerns in your departments or units that we should know about. The sooner we know, the more we can do to help.
5. Communicate with your colleagues. One of the premises of a Department Rep structure is that Reps already have built strong relationships with their co-workers. Invite them to discuss concerns, brainstorm ideas, or consider initiatives that the union might undertake. If members come to you with specific employment problems or concerns about managers, co-workers, job security, university policies, benefits, tenure, evaluation, or any other individual concerns we ask that you do the following:
 - a. Refer the member to one of the Chapter *Officers*: either the Grievance Officers, VP for Professionals, or VP for Academics.
 - b. Assure the member that everything that is discussed will be held in the strictest confidence, and that we will not act without the members’ express permission.
 - c. Urge the member to act quickly; many violations have strict deadlines by when actions must be taken.
6. Attend Department Representative meetings to raise concerns, request information or share information. Assist in the identification and development of additional department reps for your department.
7. Notify UUP if any members have concerns about any UUP activity or lack of activity. We welcome feedback from our members.
8. Maintain an accurate and up-to-date list of UUP employees in your area and collect non .edu email addresses.
9. Periodically we will be providing you with a list of Non-members, people who are eligible to be UUP members, but who have not signed a membership card. We ask that you contact these colleagues and encourage them to become members. This is particularly important for contingent employees. Most people are willing to join. Many even believe that they may have joined. Make it easy for them to

become a member by handing them a card to sign or directing them to the online membership form [here](#).