

HOW TO NAVIGATE UNIVERSITY BUREAUCRACY [FOSSIL FREE CAREERS]

This guide aims to introduce you to key departments and institutions on your university campus that you need to know about – and how to use and navigate them to win your Fossil Free Careers campaign!



CAREERS DEPARTMENT

The careers department will be your first point of contact for Fossil Free Careers. They are responsible for which jobs are advertised, which companies attend careers fairs and what careers events are hosted by the university. You should reach out to your Head of Careers and ask to speak with them about implementing an ethical careers policy – they are usually the person with the authority to put this policy in place.

SUSTAINABILITY DEPARTMENT

The sustainability department is responsible for the university's overall approach to sustainability, including implementing sustainability policies and ensuring that the university's sustainability targets are being met. People & Planet's University League is one of the rankings that sustainability departments use to measure how well they are doing in terms of sustainability. While the sustainability department isn't directly responsible for careers policies at your university, Fossil Free Careers is one of the criteria included in the University League rankings. This means that the university committing to Fossil Free

Careers will affect your university's overall rankings in the University League - and these rankings fall under the remit of the sustainability department. You can include your Head of Sustainability in any communications you have with the careers department as they can help to advocate for the careers department to commit to Fossil Free Careers as a way to improve overall sustainability at the university as well as improving their University League rankings.

UNIVERSITY MANAGEMENT

This includes your Vice Chancellor (sometimes called Vice Provost) as well as senior staff who sit on various boards and committees which oversee the running of the university. Senior Management is responsible for broader institutional policies at your university and these are the members of staff who hold the most power to implement new policies at your university. If you are struggling to make progress with getting the careers department to implement an ethical careers policy, you can also reach out to senior management as they have the authority to make policy decisions and also have a responsibility to listen to the issues which affect students. We often suggest that ethical careers policies are also signed off by a member of university management, in order to ensure that the policy has been signed off by the highest level of authority at your university. You can usually find out which members of staff are part of senior management and how to contact them through your university website.

STUDENTS' UNION

Your students' union is the body which represents the needs and concerns of students at the university. Students' unions are usually made up of sabbatical officers who are elected as full-time representatives of the student body at your university, as well as part-time officers who represent students on specific issues such as sustainability or liberation campaigns. Students' union officers often sit on committees alongside university staff to represent the voice of students. This means that they can advocate for student campaigns, push for policy change on behalf of students, or help to arrange a meeting for you to speak with university staff about your campaign.

You can reach out to your students' union officers about your campaign and ask for support in pushing for an ethical careers policy. Students' unions often have a process for passing motions or adopting student campaigns, this can be used to demonstrate that your campaign has widespread support from the student body and to mandate elected officers to support you with your campaign. You can find out more about passing students' union motions, as well as the link to our Fossil Free Careers template motion on our [Fossil Free Campaign Resource Hub](#).

TOP TIP:

Sometimes universities can delay agreeing to your demands by passing you around to speak to different people or saying that they don't have the authority to put a particular policy in place. Understanding these structures can help you to figure out who you need to speak to, however it's equally important to recognise if your university is just delaying taking action on the issue.

If you feel that your time is being wasted then it might be time to consider escalating your campaign, building student support on campus and planning more sustained action. The ball is in your court so feel empowered to choose the strategy that works best for you.