

Policy Coversheet

Name of Policy:	Selection Criteria for External Members of Review Panels
Purpose of Policy:	To define the process for the appointment of appropriately qualified external panel members for all University and Faculty Enhanced course approval events and periodic reviews.
Intended audience(s):	Staff/External Parties
Approval for this policy given by:	Quality Committee
Last Review Date:	01/01/2015 Minor amendment to reflect introduction of Course Approval and Amendment Policy – 03/08/2017
Review Due Date: (3 years from last review)	01/01/2018
Individual responsible for review:	Rebecca Penny - Director of Quality Enhancement and Standards
Authorising department:	Academic Development Unit

Academic External Panel Members

1. External Academic panel members should normally:
 - Be in current or recent (within the last three years) academic employment, with experience of leading or contributing to a similar course in the subject area concerned and therefore knowledge of the Framework for Higher Education Qualifications and appropriate subject benchmark statements.
 - Hold an academic qualification to at least the level of that under consideration.
 - Be experienced in the design of curricula/training courses of at least the level of the course(s) under consideration.

2. External panel members should also ideally:
 - Have course approval/review experience (for example as an approval/review panel member).
 - For the approval/review of collaborative provision, have experience of managing collaborative courses with partners.

Employer Representatives

3. Employer representatives should normally be in current employment, in a sector directly relevant to the course(s) under consideration. The individual must have a detailed understanding of the skills and knowledge required by employers.

Conflicts of Interest

4. In order to ensure impartiality, academic external panel members and employer representatives/ Practitioners should not have had close involvement with the University during the last five years, for example as a member of staff; a member of the Board of Governors; a student; or an external examiner. They must also have no personal connection (for example relative) with or be a close working colleague of any member of the presenting team.
5. Current or former (within the last five years) employees of University partners should not be appointed as external panel members.
6. Employer representatives/Practitioners should have had no prior involvement in the design or delivery of the course(s) under consideration.
7. An individual may be appointed as an external panel member for up to two events in a 12-month period.