

## Academic Services

### QME Process Sheet 51

#### Nomination and Appointment of External Examiners:

##### Initial Principles:

- The External Examining Team within the Learning and Teaching Enhancement Team will keep an updated list of current External Examiners and when their tenure's are due to finish;
- A spread sheet will be produced each year in the autumn term (October) and sent to Field Leaders and Heads of Department (for inclusion at the first Departmental meeting of the new academic year for discussion and allocation of duties to identify a suitable replacement). This will also be discussed in the annual module allocation meetings head with Field Leaders;
- New External Examiners need to have been appointed by September to ensure they are able to undertake their new role effectively; to be given the opportunity to communicate with the Field Leader as early as possible, to liaise with a mentor (if one has been allocated/required) and to ensure they have the correct information/dates etc they need (including the date for the Annual External Examiner Conference) as soon as possible;
- Nominations will be sent to the External Examiner's Team within the Learning and Teaching Enhancement Team using the template provided by the team, making reference to the appointment criteria as laid out in section 3.3.1 of the External Peer Review part of the Quality Management and Enhancement Framework Handbook
- The Learning and Teaching Enhancement Team, HoD and Field Leader will be aware when a different process, as set out in approved variant regulations, for the nomination and appointment of an External Examiner for a collaborative partner affiliated under the Validation model is required.

##### The Nomination Process:

- Once the Field Leader/Head of Department (HoD) are aware that a new nomination for an External Examiner is due, the relevant HoD, programme leader or field leader then advertises the post to appropriate candidates. This can be achieved through a number of routes, for example sector networks or the Higher Education Academy Subject Centres, the Learning and Teaching Enhancement Team can also advertise the post on a JISCmail mailing list;
- To ensure External Examiners are appointed in time for the start of the next Academic year, nominations should be sent to the Quality Administrator no later than the middle of February;
- The Field Leader will make an informal approach to interested parties to determine

whether there are any reciprocal arrangements or potential conflicts of interest, and to determine whether they would be willing to take on the External Examiner role. Any reciprocal arrangements identified will be discussed jointly between the Field Leader and Senior External Examiner Officer to determine whether they pose a genuine conflict of interest which would mean the criteria in the QMEF would not be met. Additionally, both the nominee and the Field Leader are asked to complete a section of the nomination form to confirm there are no conflicts of interest or reciprocal arrangements;

- The Field Leader will then forward the nomination to the Quality Administrator, who will create the log in the SharePoint website, and also cross-reference the database of UWE staff external examiners to establish any potential reciprocal arrangements;
- The nomination form is then created and completed (apart from Section 3A: Supporting Statement) by the Quality Administrator in collaboration with the Field Leader (Part A) and nominee (Part 2). A CV will also be requested from the nominee to provide supporting evidence for the application, however the nomination form should be a stand-alone document and any relevant information should be transferred from the CV to this form;
- The nomination form also includes a statement asking them to confirm they have the right to work in the UK (formal documentation will be requested when claiming the annual fee) and that they agree to the Data Protection statement and Confidentiality Statement;
- The nomination form is then passed to the appropriate faculty academic(s) for the completion of the Statement of Suitability (Part 3A of the nomination form). In this section the faculty colleagues should include information to support the nomination, referring to the appointment criteria outlined in Paragraph 4.1 within the QMEF – External Peer Review. It is particularly important when nominating a Chief External Examiner that the nominee's suitability in this respect is addressed and that any potential conflicts of interest are contextualised with a view to resolution;
- The completed nomination form is then considered for approval by the relevant faculty Academic Standards and Quality (ASQC) Chair (Section 3B of the form), on behalf of Academic Board.

#### **The Appointment Process:**

- The nomination is scrutinised by the Senior External Examiner Officer (with the log being updated to reflect that scrutiny has taken place), and considered by the Curriculum Enhancement Manager for confirmation that the University's appointment criteria as set in the QMEF are met;
- The Curriculum and Enhancement Manager will either:
  - Confirm the nomination;
  - Request further information and clarity from the faculty academics and Quality Administrator. The nomination is then reconsidered;
  - Reject the nomination. Feedback is provided to the nominee by the Faculty academics, with input from the Senior External Examiners Officer and Curriculum Enhancement Manager.

- Through this process, some External Examiner's (for example if this is their first external examining role) may be identified as requiring a mentor;
- Following the approval process the External Examiner SharePoint log is updated by the Curriculum Enhancement Manager and the outcome reported to the faculty;
- Once a new External Examiner has been appointed, the Senior External Examiner Officer is responsible for:
  - Issuing an appointment letter on behalf of Academic Board;
  - Ensuring that the relevant PSRB is notified of the appointment (if appropriate);
  - Finalising the data entry on the External Examiner SharePoint site;
  - Information about additional External Examiner's responsibilities regarding module allocation and PSRB oversight is recorded on the SharePoint Database.