

## Academic Services

### Quality Process Sheet QPS53

#### Early termination of tenure:

##### Initial Principles:

- The appointment of an External Examiner may be terminated by the University if the External Examiner has not fulfilled his or her duties in a manner consistent with the standards required by the University. Approved variant regulations may set out information regarding the early termination of an appointment for an External Examiner.
- Reasons to consider an early termination of tenure:
  - Failure to submit an annual report would not in itself constitute grounds for an early termination of tenure. However, the University would be seriously concerned if an External Examiner consistently failed to submit reports over successive years and had not engaged with their wider role
  - Regular non-attendance at Examining Boards
  - Provided limited or no feedback on moderation of samples
  - Change in External Examiner details which result in the appointment criteria now being in dispute (i.e. they move Institutions to one where a UWE Academic colleague is acting as External Examiner for similar provision)

##### Process:

- Annually, or upon receipt of relevant information to initiate an investigation, the External Examiner Team within the Learning and Teaching Enhancement Team will consider information which may lead to the early termination of tenure of an External Examiner (see reasons above).
- Following transparent discussion between the Faculty, the Senior External Examiner Officer, the Curriculum Enhancement Manager and the External Examiner, a decision on whether to terminate the tenure will be taken (a clear rationale will need to be provided). These discussions will be captured and recorded within the External Examiner record;
- The notification of termination, along with the rationale will be communicated to the External Examiner on behalf of the University by a formal letter from the Director of Academic Services.