

Academic Services

QME Process Sheet QPS58

Nomination and Appointment of External Reviewers:

Initial Principles:

- Nominations for:
 - External Academic Adviser(s) – external subject expert
 - Periodic Curriculum Review External Panel Member(s) – external subject expert
 - Curriculum Approval Panel External Reviewer(s) including Special CAP External Reviewer(s)– external member of Faculty CAP are made by Academic colleagues using a nomination form provided by the Learning and Teaching Enhancement Team.
- Nominations should be made taking into account the appointment criteria (as stated in the QMEF External Peer Review Section).
- The Associate Dean Learning and Teaching(or nominee) of the Faculty is responsible for approving the nomination, ensuring the criteria as stated in the QMEF External Peer Review Section.
- The Senior External Examiners Officer and Curriculum Enhancement Manager will verify that the criteria have been met, and the Quality Administrator will contact the successful nominee.

Process:

- Annually in September, the External Examining Team will identify whether there are any CAP External Reviewers with tenures ending at the end of the academic year and will forward this information to the Faculty Executive.
- Exceptionally where a Special CAP is required the appointed CAP External Reviewer for the faculty will be approached to attend, if they are unable to attend the Faculty Executive will need to seek another nominee to be considered for appointment.
- The Programme/Development Lead will identify a nominee for an External Academic Adviser or Periodic Curriculum Review External Panel Member.
- The External Examining Team will contact the nominee to ascertain whether there are any reciprocal arrangements, to find out whether the nominee would be willing to be appointed to the role.
- The Programme/Development Lead to complete a nomination form (provided by the Quality Administrator within the EE Team)suggesting an appropriate External Academic Adviser or Periodic Curriculum Review External Panel Member, and submit it to the External Examining Team

(Externalsreport@uwe.ac.uk).

- The External Examining Team will create a Profile for the role on the CAR SharePoint website, The status will be set to 'Nominated'.
- External Examining Team to approach nominee to seek further confirmation of right to work and agreement to our terms of contract and request a CV uploading this with the nomination form to the SharePoint site.
- External Examining Team to send the form to the Faculty Executive (Associate Dean Learning and Teaching) via the SharePoint website for approval (notes on the SharePoint website will be updated to identify that the form is awaiting Faculty Exec approval).
- The Executive Dean (or nominee) from the Faculty will approve/not approve the nominee based on the criteria as set in the QMEF (notes on the SharePoint website will be updated by the External Examining Team to identify that it is ready for scrutiny).
- Senior External Examiners Officer to complete scrutiny of the nominee details and information provided in the CV to ensure the nomination criteria are met. A recommendation of whether the nomination can be confirmed will be provided (notes on the SharePoint website to identify that this is ready for Curriculum Enhancement Manager scrutiny).
- The Curriculum Enhancement Manager will scrutinise the nomination and confirm whether the criteria have been met (notes on the SharePoint website will be updated to reflect that the appointment has been confirmed).
- The External Examining Team will formally contact the nominee to confirm whether their appointment has been approved/not approved, and the details of the appointment (Right to work checks/ reporting arrangements/fees/claim forms cc: Quality Account Manager or Review Officer). The status of the External Academic Adviser, PCR External Panel Member or CAP External Reviewer Profile on the SharePoint website will then be set to approved/rejected.
- The Faculty Quality Account Manager/Review Officer will contact the successful nominee and manage the correspondence regarding documentation for the Faculty CAP/Special CAP or Review event.
- The External Examining Team will then manage the process of arranging for payment and Right to Work checks following confirmation from the Quality Account Manager/Review Officer (see Process note 9 for CAP External Reviewers. For External Academic Advisers and PCR External Panel Members their expectations e.g. report/attendance will be advised by the Quality Account Manager or Review Officers).
- At the end of an CAP External Reviewers tenure they will be contacted by the External Examining Team to thank them for their contribution to UWE's Quality Management and Enhancement framework and curricula;
- If the Faculty would like to extend the tenure contract of a CAP External

Reviewer by 1 year (to 5 years maximum) they should initially contact the CAP External Reviewer to ascertain whether they would be happy to be contracted for a further year, and then contact the External Examining Team with a request and a rationale. This will be considered by the External Examining Team, consulting with the Faculty Executive, and a joint decision regarding whether to accept the extension will be made. The CAP External Reviewer will then be contacted and advised of the outcome.