

## **BRIEF FOR EXTERNAL MEMBERS OF PERIODIC REVIEW PANELS - ROLE**

External members of periodic review panels (referred to as External Advisers) play a vital role in ensuring the health, quality and relevance of programmes under review. External Advisers will be invited to contribute to discussions as part of a Panel comprising University and College representatives.

### **1 Background and Number**

External representatives on Panels will have either academic, industrial or other experience considered appropriate to the programme/subject under discussion. The number of externals involved will be determined by the size and content of the provision under review. The remainder of the panel includes a core of internal staff and student members comprising:

- A Chair – normally representative from Teaching, Learning and Quality Committee from outside the Faculty under consideration
- A member of staff from the 'home' Faculty (often a Dean or Associate Dean for Teaching and Learning)
- A Senior member of staff drawn from a Faculty not otherwise represented on the Panel
- Student Representative
- A Central Quality Office representative
- (for Partner Institutions only) Faculty Partnership Manager/s from Academic Partnerships
- (for Partner Institutions only) Head of HE/Quality Assurance Manager or equivalent

The external members of a Panel will be carefully selected to ensure a sufficient spread of subject expertise and independence of discussion at the periodic review event. The panel membership will reflect the size and complexity of the area under review.

### **2 Documentation**

External members of the Panel can access the following procedure and guidance below on the University's Periodic Review website:

- Periodic Review Procedure (including review procedure for Partner Provision)
- Aide memoire for a Stage Two Periodic Review meeting
- Step by Step guide for panel members
- Expenses claim form for external advisers
- Fee claim form for external advisers
- Fee and Expenses Guidance notes for external advisers

The documentation for the periodic review (as detailed in the procedure paper) will be provided through a secure SharePoint library online.

### **3 Involvement of External Members**

The Periodic Review will consider all aspects of the subject area, but in particular will use the external expertise to focus upon the coherence and relevance of the portfolio of taught programmes and research degrees, its academic standards and student achievement, the quality of the student learning experience and opportunities for enhancement.

An agenda will be drawn up on the day of the Stage Two meeting prior to the meeting with students and programme/subject team and professional service staff. (See Aide Memoire for a Stage Two Periodic Review Panel Agenda on the University's Periodic Review web page). Where possible the CQO representative will request and collate agenda items in advance of the meeting.

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