

Nomination Form – External Panel Member/Academic Advisor to Validation Panel

This form is designed to be completed and submitted electronically, with electronic signatures. For any queries, please contact quality@rau.ac.uk

Criteria for appointment of an External Panel Member/External Academic Advisor

External panel members/academic advisors form an important contribution to the University's validation and periodic programme review process in relation to:

- Providing relevant subject expertise
- Identifying best practice
- Comparisons with similar provision within the sector
- Industry advisors: current industry and employment practices.

Programme teams should complete and forward their nomination(s) to quality@rau.ac.uk using the below template at the time the date for the approval/validation event is agreed.

Criteria:

- Nominees must have the Right to Work in the UK
- Nominees must have current academic experience and subject expertise to be able to advise on the appropriateness of new modules/programmes, and comparability nationally
- Nominees must hold an academic qualification that is at least of the same FHEQ level as the module/programme to be validated/reviewed
- Nominees must be independent of the programme validated/reviewed
- Nominees must not be appointed more than twice in a five year period
- Nominees must not be former employees/students of the University within the last five years

Courses with work-based elements (e.g. FDs, work placements) may be asked to provide details of a third external adviser/panel member to demonstrate consultation with employers, practitioners or industry representatives. Where possible these should be from relevant professional bodies and/or sector skills councils.

Exceptions and Special Cases

It is recognised that the University delivers a number of specialist programmes and the number of individuals working in the field is very limited. In such cases, the nominating Subject Cluster may provide a rationale in support of the proposal for consideration by AQSC.

Fees

External panel members/academic advisors will receive a single payment of £300, plus expenses incurred as a result of attendance at the validation/revalidation event. The fee is in recognition of their attendance at what is normally a one day event (in person or online), reading the documentation and provision of written comments in advance, and confirmation

of the outcomes/event report in accordance with proceedings agreed with the Chair of the validation panel. All fees are paid via the University's Payroll system.

Nomination Form

(to be completed by the Subject Cluster)

Subject Area:	
Cluster:	
Programme Leader:	
Event/ Date to be covered: by the External Academic Advisor	
Award/Programme/Module: to be considered at the event	

NOMINEE DETAILS

Name and title:			
Current post:			
Higher Education Institution (incl. department), or place of work			
Hyperlink to Staff profile on webpage or attach electronic CV			
Contact address			
Contact email address		Contact Tel no.	

CONFLICTS OF INTEREST

Declaration of conflicts of interest if you consider that there are potential conflict/s of interest that should be assessed prior to formal appointment please declare these here:

Completed by:

Signed:

EXCEPTIONS AND SPECIAL CASES

AQSC must give close consideration to this section before giving approval.

Declaration of an exception or special case

if there is a legitimate reason why the nominated External Academic Advisor does not fit all of the appointment criteria, please set out the details here, including how this would be managed (eg provision of appropriate support, etc.):

Completed by:

Signed:

ACADEMIC QUALITY AND STANDARDS COMMITTEE

Chair of AQSC (or nominee) confirms the appointment has been approved by AQSC, including a consideration of any conflicts of interest and any exceptions or special cases.

Completed by:

Signed:

Academic Quality Office use only *(for completion by the Academic Quality Officer)*

Date nomination received:

Decision of AQSC:
(Any comments or clarification required?)

Approved / Not Approved
Date:

Outcome of nomination notified to Dean of Subject:

Yes ☐ No ☐
Date:

Outcome of nomination notified to Nominee:

Yes ☐ No ☐
Date:

Outcome of nomination notified to HR:

Yes ☐ No ☐
Date: