

This document provides brief guidance to Schools for nominating externals to participate as members of an Academic Review Team, where a review is being undertaken in one location which involves one Review Team operating in a single location.

### General Information

Appointment Process	<p>The Discipline Team will seek possible nominees</p> <ul style="list-style-type: none"> <li>• For Dubai nominations, the Head of Campus should be consulted</li> <li>• For Malaysia nominations, the Deputy Provost (Malaysia) should be consulted</li> </ul> <p><b>A</b> nomination form should be completed ensuring statements are provided to demonstrate how the appointment criteria is being met</p> <p>The Discipline Team receives approval from the School Management Team for all nominations (all campus locations). School-level approval is the responsibility of the Executive Dean, but this can be delegated (eg, to DLT/DAQ).</p> <p>The Discipline Team submits School-approved nominations to Academic Quality (via a nomination form) for consideration and final approval by the Deputy Principal (Education and Student Life)</p> <p><b>A</b> nominee's appointment as a reviewer must not be confirmed until final approval has been given.</p> <ul style="list-style-type: none"> <li>➤ Academic Quality will formally invite the approved nominee to participate as a reviewer</li> </ul>
Approaching the Nominee	<p>Some Schools prefer to contact the nominee in advance to ask if they are happy to be nominated, whilst others are content to simply nominate without notification.</p> <p>If the School contacts the nominee in advance, it must be clear that they are being nominated as a potential reviewer along with others, and that the final team will be selected based on achieving a balance of skills and experience across all six reviewers.</p>
Roles and Responsibilities	<p>Responsibilities of the external members include:</p> <ul style="list-style-type: none"> <li>➤ attending a briefing session;</li> <li>➤ reviewing documentation in advance of the event;</li> <li>➤ identifying key issues on the review documentation to formulate key themes for discussion during the review meetings;</li> <li>➤ actively participating in the review;</li> <li>➤ providing commentaries for the Review Team's report;</li> <li>➤ commenting on the draft report and contributing towards its completion.</li> </ul>

### Appointment Criteria

Information Required	<p>For each nominee, the School should provide up-to-date profile information. The information might be provided on a web page. If their learning and teaching experience is not confirmed within the profile, then additional information is required, either through the provision of a CV or a statement provided by an internal academic able to confirm their current experience.</p>
Criteria	<p>External representatives:</p> <ul style="list-style-type: none"> <li>➤ <b>AT LEAST ONE</b> appointed external <b>MUST</b> have current teaching and learning experience at a level appropriate to that being reviewed.</li> <li>➤ <b>MUST NOT</b> have been involved with the University during the previous five years.</li> <li>➤ <b>AT LEAST ONE</b> external of the appointed externals <b>SHOULD</b> have knowledge (and preferably experience) of the Scottish Higher Education system. This is primarily due to the unique nature of the Scottish HE model, and by way of ensuring that the process follows an enhancement-led approach.</li> <li>➤ where possible, will have an understanding of international good practice and be able to comment on how the provision compares with similar practice in other countries.</li> </ul>

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 If any part of this criteria proves to be problematic, please contact Academic Quality to discuss  
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Industrial  
Specialist

If the provision being reviewed has a significant industrial presence, an industrial specialist (non-academic) may be appointed, ensuring however, that between the two externals appointed, all criteria is met. The industrialist **MUST** have a good understanding of academia.

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