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Academic Review

Review Team: Criteria, Roles and Responsibilities

This document provides a brief overview of the roles and responsibilities of individual Review Team Members, each of whom have equal status as a member but bring to the Team a different perspective and expertise. The document also outlines roles and responsibilities for providing support to the School and Review Team. A 'Useful References and Web Links' document is available to use in conjunction with this guidance.

Internal Members

Criteria

Chair: internal senior academic from a School different to that being reviewed, who has overall knowledge of the University and the University Strategy. Ideally, the individual will have previously participated as a member of an Academic Review.

Internal(s): senior academic member of staff with a wide knowledge of the University.

Appointment Process

A central register of nominations (as provided by Heads of Schools) is retained by the the Quality and External Partnerships Team. Internal members will be selected and approved by the Deputy Principal (Learning & Teaching). Other academic staff (other than those listed on the central register) may also be selected, particularly if their specific knowledge and experience will strengthen the expertise of the Review Team.

Roles and Responsibilities

Internal members are responsible for:

- attending a briefing session;
- reviewing documentation in advance of the event;
- identifying key issues on the review documentation to formulate key themes for discussion during the review meetings;
- actively participating in the review;
- providing written commentaries for the Review Team's report;
- commenting on the draft report and contributing towards its completion.

Additionally, the Chair will:

- collect comments from other team members to formulate key themes and agendas for review meetings;
- chair review meetings with students and School staff;
- review/edit the draft report to produce a final version.

Student Members

Criteria

Two students from Schools different from that being reviewed. The provision being reviewed will determine whether the students are undergraduate, postgraduate taught or postgraduate research.

Appointment Process

The Student Union will appoint the students who will also provide support and guidance to help them meet their responsibilities which are:

Roles and Responsibilities

- attending a briefing session;
- reviewing documentation in advance of the event;
- identifying key issues on the review documentation to formulate key themes for discussion during the review meetings;
- actively participating in the review;
- providing commentaries for the Review Team's report;
- commenting on the draft report and contributing towards its completion.

External Members

Criteria

External representatives:

- will have current teaching and learning experience at a level appropriate to that being reviewed.
- 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.

If the provision being reviewed has a significant industrial presence, an industrial specialist (non-academic) may be appointed, ensuring however that attributes outlined above are met by at least one external.

External reviewers should not have had any involvement with the University during the previous five years.

Appointment Process

Schools will be invited to submit four nominations for suitable external reviewers from whom two will be selected by the Deputy Principal (Learning & Teaching). For Dubai reviews, the Head of Campus will also be consulted on the nomination.

Roles and Responsibilities

Responsibilities of the external members include:

- attending a briefing session;
- reviewing documentation in advance of the event;
- identifying key issues on the review documentation to formulate key themes for discussion during the review meetings;
- actively participating in the review;
- providing commentaries for the Review Team's report;
- commenting on the draft report and contributing towards its completion.

Advisors, Observers and Support

Members of the Quality and External Partnerships Team and Academic Registration (Dubai) will provide advice, guidance and support for the Reviews. Responsibilities fall within three key roles although these may overlap and may not necessarily be undertaken by three separate individuals.

Academic Review Manager

An Academic Review Manager will be responsible for guiding the Review Team on policy matters and overseeing the process in order to ensure consistency of conclusions and recommendations. They will also be responsible for chairing the private Review Team meetings.

Academic Review Facilitator

An Academic Review Facilitator will provide advice and support to the School in advance of the review, attend the review event where they will act in an advisory capacity and as the key contact between the Team and the School.

Academic Review Co-ordinator

An Academic Review Co-ordinator will be responsible for co-ordinating all activities required for the conduct of an Academic Review with support from School administrative staff.

Student Union

Additionally, the student representatives on the Review Team are provided with training, support and guidance for reviewing documentation and participating in a review process. The student representatives will also attend a briefing session delivered by the Quality and External Partnerships Team.