**Nomination form for an external member of a YSJU Scrutiny Panel**

External panel members make an important contribution to the University’s approval processes in terms of:

* providing relevant subject expertise;
* ensuring judgements are informed by relevant external perspectives and experience;
* identifying best practice.

Scrutiny Panels include at least one external member depending on the type of event (see Scrutiny Panels’ terms of reference).

**Criteria for approval of an external member of a scrutiny panel**

1. Academic nominees must: be in current academic employment, preferably with current or recent experience in leading (or contributing to) a similar programme in the subject area to be validated; have knowledge of qualification frameworks, subject benchmarks and codes of practice; and have experience of approving programmes at the level of the one being considered.
2. Industry/professional nominees (normally appointed for Foundation Degree and Degree Apprenticeship consideration) will be from a relevant business area and be able to provide an employer perspective on the skills and knowledge which will be gained by students on the proposed programme.
3. Nominees must be independent of the programme development.
4. Nominees will not be current, recent (within the last five years) or proposed external examiners for the University/partner institution.
5. Nominees will not be former employees/students of the University/partner institution (within the last five years).
6. Nominees should not be employed at institutions where subject team members are external examiners, or with whom they have been recent (within the last five years) colleagues.
7. There should be no close association between the nominee and the University, partner institution and/or subject team. Factors which may compromise the suitability of a nominee in this regard include research collaborator, relative, consultant, close friend, employee of a directly competitor institution in the field. Other factors may be relevant and subject teams/faculties should seek guidance if in doubt.

**Availability**

It is recognised that in some very specialised areas the number of individuals working in the field may be very limited and this can cause difficulties in selecting external panel members. In such cases a nomination may be for someone who does not fit all the criteria above. In these cases an explanation should be provided. In all circumstances, a nominee must satisfy criterion 4 and 7.

**Process**

The proposing team should suggest enough potential externals to cover at least the number of nominations required **at least 12 weeks before** the event. A nomination form should be completed by the proposing team for each nominee and approved at School level. The nominations and School approval should then be submitted to YSJU’s Academic Quality Support (AQS) department for consideration and approval by the Quality & Standards Committee. AQS will formally invite the proposed panel members once nominations have been approved.

*To be completed by the programme proposers for each nominee and approved by School Quality Panels before being submitted to Academic Quality Support.*

|  |  |
| --- | --- |
| Programme(s) to be scrutinised: |  |
| YSJU School / Partner Institution: |  |
| Event Date: |  |
| Event Type: | Validation/Re-validation/Franchise *(delete as appropriate)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominee** name and title: | | | | |
| Present post: | | | | |
| Address  Postcode |  | Contact Tel no  E-mail |  | |
| **Please confirm the criteria have been met** | | | | **✓/X** |
| The nominee is independent of the programme development | | | |  |
| The nominee is not current, recent (within the last five years) or a proposed external examiner for the University/partner institution. | | | |  |
| The nominee is not employed at institutions where subject team members are external examiners, or with whom they have been recent (within the last five years) colleagues. | | | |  |
| The factors in criteria 7 have been met. (If not, please provide details in rationale below) | | | |  |
| Rationale for proposal (including an explanation of the reasons for selection if nominee does not meet all criteria) | | | | |
|  | | | | |
| Main area of teaching/research for academic nominees or relevant experience for industry/professional nominees | | | | |
|  | | | | |
| Brief CV / profile attached  **If not** give reason for selection, including relevant experience pertinent to the validation process:  *(e.g. Qualifications, Teaching Experience, Internal and External Validation/Review Panel Membership, involvement in National Bodies or Agencies, External Examiner experience, Course Leadership and Management roles held, Research and Scholarly activities. A nomination will not normally be considered without an accompanying brief CV/profile.)* | | | |  |
| Has the nominee been contacted and confirmed availability to attend the validation event on the agreed date? | | | |  |

|  |  |
| --- | --- |
| **Please confirm the nominee has a UK bank account and NI number** *(these are required for fees to be paid via payroll)* | **✓/X** |

|  |  |
| --- | --- |
| School recommendation to QSC: | |
| Chair of SQP Signature: |  |
| Date: |  |
| *Please submit to* [*Quality@yorksj.ac.uk*](mailto:Quality@yorksj.ac.uk) | |

*For Quality use only:*

|  |  |
| --- | --- |
| Approved on behalf of QSC: | |
|  | |
| Date: |  |