

External Assessors for University Standing Panels

Criteria for Appointment

External Assessors should hold a relevant senior post in the field of academic standards and quality enhancement within a higher education institution, or otherwise demonstrate that they have the appropriate standing and proven current/recent experience which demonstrates a significant knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance, and enhancement of quality (eg as a QAA Auditor).

External Assessors must be able to exercise independent judgement, and should not have any current or recent (ie in the previous five years) association with the University which might be seen to compromise their objectivity.

External Assessors are normally appointed for a five year period and are regarded as employees of the University and as such, and in accordance with the requirements of the Asylum and Immigration Action, are required to confirm that they have the right to work in the UK. On appointment, documentary evidence confirming the right to work will need to be obtained by the University.

Role of External Assessor on Standing Panels

An External Assessor is appointed to assist the Standing Panel in fulfilling its terms of reference by providing an independent academic and/or professional perspective of proposals under consideration. They are not expected to have any relevant subject knowledge of proposals but will be able to offer an impartial judgement on the overarching quality of the provision in relation the associated quality and standards processes.

The Nomination Process

The University (normally through CASQE) will contact a proposed external assessor in order to ascertain whether they are willing to be nominated to be included in the University's pool of Standing Panel External Assessors. Nominees should be made aware of the commitment in time which participation in Standing Panels may involve.

Once the nominee has indicated their willingness, in principle, to participate, a nomination form, together with CV will be submitted for approval by the Head of CASQE.

External Assessor Fees

For Standing Panel events held at MMU, the University will pay:

- A standard fee of £100 per day plus
- an addition £50 for each proposal considered by the Panel (up to a maximum of £200)
- reasonable travel and subsistence expenses
- standard MMU mileage rates
- standard class train fares and, where appropriate, air fares
- taxi fares
- standard rate hotel accommodation

External Assessors claiming travel and subsistence costs must attach appropriate receipts to claim forms in order to obtain reimbursement.