

**Periodic Strategic Review External Panel Member Nomination Form**

🛈*If you have any queries please contact academic.services@hartpury.ac.uk.*

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| **Proposed Roles and Responsibilities** |
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| Periodic Strategic Review is a peer-based process which focuses on the critical reflection of all taught provision within a cognate subject area. The purpose of Periodic Strategic Review is to critically evaluate the academic health of all taught provision within the agreed scope of the review.  The Review Panel member’s role is to scrutinise an evaluation document and supporting evidence and to comment on the proposed forward agenda. External panel members have an important role to play, not only in providing subject expertise, but in ensuring the academic soundness and objectivity of the review process, particularly their comments and conclusions on:   * The academic standards and quality of learning opportunities compared to national external reference points and codes of practice such as the UK Quality Code for Higher Education and PSRBs. * The distinctive nature and market of the provision, and future destinations of graduates. * Potential areas of strength and/or good practice related to the discipline. * Areas for further attention and/or development.   The nomination will be considered against the following appointment criteria:  Essential criteria:   1. A broad overview of the subject area of the provision being reviewed; 2. Academic and/or professional qualifications and/or extensive practitioner experience to at least the level of the provision being reviewed; 3. Experience of current teaching and learning or professional practice, with research based experience preferable that reflects key aspects of the curriculum and teaching, learning and assessment strategies of the provision being reviewed (e.g. blended learning).   Desirable criteria:   1. Experience of external examining; 2. Experience of programme or course management and design 3. Other expertise that will set the provision at the forefront of competitor programmes.   The external reviewer must contribute to scrutiny of the documentation and the decision of the Panel. Payment will be made following the receipt of the Periodic Strategic Review Outcomes and Enhancement Plan. |

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| **Part 1 – To be completed by the Periodic Strategic Review Provision Team Leader** |

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| **New Periodic Strategic Review External Panel Member Nominee Details** | | | |
| **Nominee** | **Title** | **Forename** | **Surname** |
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| **Contact Details** | **Email** | | **Workplace (if HE complete section 1a):** |
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| **Periodic Strategic Review (Provision subject and Date):** | | | |
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| **Brief Rationale to Support nomination:** | | | |
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| **How will the nominee interact with the Departmental Industry Workshop?** | | | |
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| **Part 2 – To be completed by the Nominee** | |
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| **Current and/or Previous Experience with Hartpury within the last 5 years** | |
| 🛈* Periodic Strategic Review External Panel Members should be able to exercise impartial judgement. In order to protect their independence they should declare recent close involvement with Hartpury or a member of Hartpury staff which could then be reviewed to judge it it would be likely to compromise objectivity.* | |
|  | **Nature of contact and dates** |
| **Current/previous association with Hartpury or programme** (previous employment at Hartpury, visiting lectures etc.) |  |
| Current/previous association with individual staff member of Hartpury (academic collaboration/research, co-authorships, previous employment etc.) |  |
| Current/previous contact with student(s) of Hartpury  (seminars/lectures given to/ projects involving Hartpury students) |  |
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| I confirm that a copy of my academic CV is attached to this form. | **Yes / No** but the relevant information is  detailed below. |

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| **Right to Work** | **I confirm I have the right to work in the UK.** | | **Yes** | | **No** |
| Please delete as appropriate to confirm the statement above. As you will be undertaking work on behalf of Hartpury, you will be required to send or bring to the Review Event master documents confirming your ‘Right to Work in UK’, as detailed by the UK Border Agency. This is a legal requirement. | | | | |
| **Data Protection Information** | **I confirm I have completed the Personal Data and Consent to Process Form .** | **Yes** | | **No** | |
| Please delete as appropriate to confirm the statement above. | | | | |
| **Confidentiality Statement** | **I confirm I have read the Confidentiality Statement.** | **Yes** | | **No** | |
| In the course of your appointment as External Panel Member, you may come across confidential information. For the purposes of this appointment confidential information is defined as “ any commercial or technical or scientific information including, without limitation, business, statistical, financial, marketing and personnel information, data, specifications, drawings, films, designs, samples, models, equipment, computer readable media and information of all kinds and in whatsoever form, tangible or intangible, belonging to either Hartpury or a third party in circumstances where Hartpury has agreed to keep such third party’s information confidential and which is disclosed to you in writing or if disclosed orally, is identified as confidential at the time of disclosure; and subsequently confirmed as confidential in writing.”  You agree to keep such confidential information confidential and not to use or disclose such confidential information to any third party unless such information is:  a) made public at any time by the Hartpury or third party whose Confidential Information it is, or by others with the permission of that Party;  b) lawfully in your possession before the date of receipt without any obligation to maintain the confidentiality thereof;  c) in the public domain;  d) independently received from a third party who is free to disclose it; or  e) is the subject of a legal requirement for disclosure. | | | | |

*This form should be passed to the Curriculum Records Manager to arrange consideration by the Academic Board.*

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| **Section B – Chair of Academic Board (or nominee)** | | | | | |
| Comments: | | | | | |
| The nomination is approved as in line with the HQEF. | | | | Yes | No |
| Completed By |  | Date |  | | |