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# UoNO Academic Expert nomination form

Details of nominated person:

|  |  |
| --- | --- |
| TITLE and NAME |  |
| POSITION  |  |
| School / Dept |  |

This form should be used to nominate a suitable UoN academic staff member to undertake verification work on behalf of the UON. This is not a contract for that work. The work may be undertaken as part of the UON work or as external work for the UONO, as arranged.

This nomination is for this person to serve as Academic Expert for verification work for UoNO for CPD in the following areas (list names of courses to be verified or general subject areas):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic expert approval for reviews at Phase 1 🞏 Phase 2 🞏 Phase 3 🞏.

For Academic years: 20 \_ \_ / \_ \_ until 20\_\_ / \_\_ (max 4 year appointment, renewable)

**For completion by the nominee:**

Area of research interest, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of teaching expertise: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

External examiner experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other** Academic Expert roles held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relevant qualifications and experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm that you have teaching qualification or recognition and which one e.g. PGCHE or Associate/Fellow/Senior/Principal Advance HE (note, reviewers should not be approved without this qualification or recognition): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm a willingness to serve in accordance with the UoN Policy on Verification: Yes / No

I confirm that there are no [conflicts of interest](https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/documents/2023-05-19-conflict-of-interest-procedure-v1.pdf): Yes / No

I confirm that I meet the standards in the Guidance for Appointment of Academic Experts for UON verification work (Appendix 1 below): Yes / No

**I confirm that I do not hold more than** one other Academic Expert role during this appointment : Yes / No

The appointment is effective up to a normal maximum of four consecutive years' service (but may be renewed).

Yes / No

I have/will complied with the relevant UON HR policies for this appointment. Yes / No

|  |  |  |  |
| --- | --- | --- | --- |
| **NOMINEE NAME** |  |  |  |
| **NOMINEE - SIGNATURE** |  | **DATE** |  |

**For completion by Head of School or nominated person with delegated responsibility:**

I confirm that the nominee has suitable expertise to represent UoNO in this matter in line with the Guidance for Appointment of Academic Experts for UON verification work (Appendix 1 below): Yes / No

|  |  |  |  |
| --- | --- | --- | --- |
| HEAD OF SCHOOLPRINTED NAME |  | SCHOOL: |  |
| HEAD OF SCHOOL - SIGNATURE |  | DATE |  |

***Please return the form to:***

Once the form is signed and completed, it should be returned to the Quality and Student Management Systems team for QSC approval (ss-qsc-cases@exmail.nottingham.ac.uk).

Verification work cannot be commenced until this approval is in place.

**Appendix 1:**

**Guidance for appointment of Academic Experts to undertake UON Verification work**

UONO will work with Schools, and HR as necessary, to determine appropriate candidates from the wider UoN for the role of Academic Expert for UONO Verification work.

These nominations by Head of School require approval by the Quality and Standards Committee (QSC) prior to undertaking any verification work.

**UONO has a duty to ensure that** enough Academic Experts are appointed to ensure adequate expertise is available to cover all the major areas of the syllabus being verified. If such Academic Experts cannot be found to do the reviewing, verification cannot proceed.

The Head of School should ensure that the person nominated to act as Academic Expert is a teaching-active member of the academic staff of the University who has the appropriate expertise in the subject area with suitable qualifications (eg. AFHEA) and should also have experience in the development, implementation and/or design of teaching programmes and the assessment. They would usually have external examiner experience.

Academic Experts can be appointed if they satisfy the following criteria:

* competence and experience in the fields covered by the programme of study, or parts thereof
* relevant academic and/or professional qualifications, and/or extensive practitioner experience where appropriate
* suitable teaching qualifications or recognition (e.g. PGCHE, FHEA)
* competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures
* sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of peers and, where appropriate, professional peers
* familiarity with the standard to be expected of students to achieve the outcomes that are to be assessed
* fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s)
* meeting applicable criteria set by professional, statutory or regulatory bodies, if applicable
* awareness of current developments in the design and delivery of relevant curricula
* competence and experience relating to the enhancement of the student experience.

If required, the Academic Expert could be more than one person. For example,i**t is permission for a subject expert to work with a pedagogic expert to together undertake the Academic Expert role, and/or for two subject experts to review different elements. In these cases, reports should be prepared jointly.**

Anyone who is included in the following categories or circumstances may not be appointed:

* anyone external to the UoN
* anyone with a relationship with the company whose products are being verified
* anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study
* anyone who is, or has been significantly involved in current substantive collaborative research or teaching activities with a member of staff closely involved in the delivery, management or assessment of the programmes in question within the last three years

No Academic Expert may be reappointed for the same or similar course within five years of finishing their previous appointment. Such reappointments will only be permitted in exceptional circumstances, with the approval of Quality and Standards Committee (QSC).

**Academic Experts** should normally hold no more than one other Academic Expert role during the period of their appointment.