# 

# 

# 

# UoNO External Reviewer nomination form

Details of nominated person:

|  |  |
| --- | --- |
| **TITLE and NAME** |  |
| **POSITION** |  |
| **University** |  |
| **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 the contract to undertake the work.

This nomination is for this person to serve as External Reviewer for annual reviews for UoNO for CPD in the following areas (list course names/codes): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Academic years: 20 \_ \_ / \_ \_ until 20\_\_ / \_\_ (max 4 year appointment, not renewable)

**For completion by the nominee:**

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

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

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

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 and is not included in any categories or circumstances listed in [Restrictions of Appointment](https://www.nottingham.ac.uk/qualitymanual/governance/appointment-responsibilities-external-examiners-for-taught-programmes.aspx#:~:text=Restrictions%20on%20appointment&text=5.2%20No%20external%20examiner%20may,and%20Standards%20Committee%20(QSC).) for External Examiners for taught courses: Yes / No.

The appointment is effective up to a normal maximum of four consecutive years’ service: 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

|  |  |  |  |
| --- | --- | --- | --- |
| **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: Yes / No

|  |  |  |  |
| --- | --- | --- | --- |
| **HEAD OF SCHOOL**  **PRINTED 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](mailto:ss-qsc-cases@exmail.nottingham.ac.uk)).

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