

University of Bristol - School Review

SELECTION CRITERIA FOR EXTERNAL REVIEWER/S

Number of External Reviewer/s

There will normally be one external reviewer. In cases where a large school or group of schools is/are being reviewed or where there are reasons for a more in-depth review, more than one external reviewer may be appointed. The relevant Pro Vice-Chancellor, in discussion with the Dean of the faculty concerned, will decide how many external reviewers are required. The external reviewer/s will be expected to look holistically at school activities, and to comment on all aspects of the review.

School Nomination of External Reviewer/s

The school should provide the names of at least six potential external reviewers along with the name of their institution/employer and a brief overview of their suitability. In areas where the subject is accredited, an external from the accrediting body may be appropriate and in reviews where there is more than one external one of the reviewers may be industrially or professionally based rather than from another academic institution.

When nominating potential external reviewer/s schools should reference the following criteria:

External reviewer/s SHOULD:

- be familiar with the subject taught in the relevant programmes of study and have a good knowledge of a similar degree, diploma, certificate, etc,
- be sufficiently knowledgeable and expert in their individual field to have an expectation of how the subject will develop in the next few years
- be familiar with higher education so as to provide assurance that their judgement in matters of standards and future developments in the field are sound

External reviewer/s SHOULD **NOT**:

- be an external examiner in the school concerned or have carried out this role within the previous 3 years
- have had held a post at the University of Bristol for at least 3 years
- be from a school where there is an external examining arrangement with the host school
- have been an external reviewer for the previous school review

It is DESIRABLE that

- nominees from outside the higher education system, e.g. industry or professional bodies, be submitted where they have knowledge/experience of the appropriate area of study; this should be clearly indicated.
- external reviewer/s have some previous experience of external examining for taught programmes (schools should indicate where this is not the case).

Selection of External Reviewer/s

Schools should send their external reviewer nominations to the Review Co-ordinator, they will liaise with the Chair and the Dean who will normally choose the external reviewer/s based on suitability and availability. The Review Co-ordinator will then approach the potential external reviewer/s to invite them to take part in the review. When the external reviewer/s have been appointed the Review Co-ordinator will inform the school.