

Guidance for Intending External Members of Subject/Programme Review Panels

The Review Method, Time Commitment, Fees and Expenses

1. The University determined that from the academic year 2000-01, the means of reviewing taught programmes of study would change from an event-based activity (where, typically, a single programme is reviewed in a one-day engagement involving a review panel and the programme team/students) to a process-based activity, where the unit of review is a subject and its constituent programmes.
2. The approach involves review panel members in a range of activities and engagements during the review period, which typically extends over a semester or more. Full details of the process are provided in the document 'Guidelines for Internal Subject/Programme Review', which is sent to panel members with advance documentation and is also available at <http://www.bolton.ac.uk/Quality/QAECContents/InternalSubjectReview/Documents/GuidelinesforISR.pdf>.
3. The essential features of the method require review panel meetings at the beginning and end of the review period, incorporating both private meetings and discussions with the subject staff, plus the carrying out by review panel members of activities as agreed with the review panel at its initial meeting. These activities might involve reading documentation (including, for external panel members, students' assessed work), discussions with subject staff, discussions with students and employers, attending selected meetings, visiting physical resources and so on.
4. The time commitment required from panel members, including external representatives, will usually be somewhat greater than that required for the previous, event-based, programme review method, because of the extended nature of the process which arises from the changed methodology and its need to encompass the whole portfolio of programmes offered within the subject under review.
5. The actual, overall time commitment required from external panel members will to some extent depend on the scale and complexity of the subject and programmes under review, although this will be moderated somewhat by constructing a larger review panel where the provision warrants it. Including the typical half day initial meeting, possibly up to another day in the University, and the half day final meeting, it is estimated that the typical commitment will be between approximately three and five full working days devoted to review activities over the review period.
6. The way in which this time is used and the resultant number of actual visits to the University will depend on the activities assigned to the external panel member at the initial panel meeting and the extent to which they can be managed to permit efficient use of the member's time. This will be an important factor in deciding what the external panel member should be asked

to do and in determining the way in which subject staff respond to the requirements placed upon them in terms of arranging meetings between panel members and staff/students/employers, organising provision of documentation, etc. It is not anticipated that an external panel member should normally be required to attend the University on more than three occasions.

7. In recognition of the important contribution made by external panel members to the review of the standards and quality of our provision, the time commitment necessary to participate in the review process and our desire to involve external peers of the appropriate calibre, the University currently remunerates external review panel members at a rate of £150.00 per working day's involvement in review activities, pro rata for part days.
8. Fees are payable upon receipt of a documented claim form available on request from the Quality Assurance and Enhancement Unit which is normally supplied to external review panel members on their attendance at the final review panel meeting. The form is also available at [http://www.bolton.ac.uk/Quality/QAECContents/Validation/Documents/Word/AnnexY\(Annex12ISR\).doc](http://www.bolton.ac.uk/Quality/QAECContents/Validation/Documents/Word/AnnexY(Annex12ISR).doc). A brief indication of the number of days/half days spent on the broad categories of activities noted in 3. above should be appended to the proforma.
9. Similarly, standard class travel, flat rate mileage and subsistence expenses as incurred will be repaid upon supply of relevant receipts with the claim form. In the case of overnight stays, the University normally arranges hotel accommodation directly.
10. The University would be pleased to respond to any queries by intending external review panel members, who should contact either Mrs Lynne Yates, Principal Quality Assurance Officer or Dr Paul Birkett, Dean of Academic Quality and Standards, on 01204 903051, email l.yates@bolton.ac.uk or p.birkett@bolton.ac.uk.

Reviewed
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