

Guide to policy and procedures for teaching and learning

Section 5: Programme Design and Development

# Annex 1 (Approval of a new programme)

Job description and selection criteria for student member of a new programme scrutiny panel

### Purpose:

As part of the University’s approval process for new programmes and wholesale changes to existing programmes, a scrutiny panel is convened to consider the detailed programme proposal and to make a recommendation to the relevant Faculty Board for Teaching and Learning as to whether it should be approved. A scrutiny panel comprises internal and external academic staff and a student member.

The University wishes to identify student members for scrutiny panels to be held in the forthcoming academic year.

### Main duties and responsibilities:

As part of the total commitment expected of the student panel member, you will be required to:

* undertake the Faculty or Course Reps training offered by the Students’ Union to help you make an effective contribution to the scrutiny process;
* liaise with the Chair of the Panel to prepare you for the meeting itself;
* read, in advance of the meeting of the Panel, a substantial amount of preparatory documentation and evidence and consider issues that are of particular importance to the student experience. Documentation will normally include draft versions of the relevant Programme Specification, core module descriptions, a representative sample of optional module descriptions and a Business Proposal. Some of this evidence might be commercially sensitive; and
* attend a meeting of the Panel, in which you will be expected to take an active part in the scrutiny process, which includes reviewing relevant documentation and identifying general points and specific issues needing further discussion with the Programme Team/Director. You will be expected to consider issues such as the structure and content of the proposed programme(s); arrangements for teaching, learning and assessment; academic workloads of staff and students; procedures for quality management and enhancement, where non-standard; and the likelihood of the graduates from the programme being successful in finding employment. In some cases, the Scrutiny Panel will meet on a virtual basis and will conduct its business electronically.

**Eligibility criteria:**

To be eligible for the role of student panellist, a student:

* should normally be a Student Officer, Student Officer-elect, a Faculty Representative or a Course Representative at the time of the Scrutiny Panel (or have been an elected representative in the academic year prior to the Scrutiny Panel if the Scrutiny Panel is scheduled to take place during in the Autumn Term);
* must be in Part 2 onwards at the time of the Scrutiny Panel;
* should not be a PhD student;
* must be outside of the proposing School (although might be a student of the same Faculty); and
* should not normally undertake more than one Scrutiny Panel in a session.

### Selection criteria:

### Essential skills/knowledge

* Excellent oral communication and interpersonal skills
* Good organisational and time management skills
* Good analytical and problem solving skills
* An ability to read selectively and absorb a large amount of detailed information
* An ability to maintain confidentiality

### Desirable skills/knowledge

* An understanding of quality assurance processes in higher education
* An understanding of current teaching and learning issues in the University
* Experience as a committee member

### Nomination and selection process:

Faculty and Course Reps are asked to nominate themselves for the role of student panellist. A student panellist for each scrutiny panel will then be appointed from this self-selected group by the relevant Associate Dean (Teaching and Learning) in consultation with the Students’ Union, in accordance with the selection criteria.

**Salary:**

£200

**Apply by:**

Completing the *Nomination form for a student member of a new programme scrutiny panel* circulated with this job description. Please submit your nomination form to the Academic Representation Co-ordinator, RUSU by emailing [academicreps@rusu.co.uk](mailto:academicreps@rusu.co.uk). Successful nominees will be contacted by the relevant Scrutiny Panel Secretary.

**For further information:**

Please see the University’s policy on *Approval of a new programme* (available at: <http://www.reading.ac.uk/web/FILES/qualitysupport/approvalnewprog.pdf> ) or contact the Education Officer of the Students’ Union for more information.