

Annex 2 (Requirements for the Periodic Review of programmes)

Job description and selection criteria for student member of Periodic Review panel

Purpose:

All taught programmes at the University undertake an in-depth review at least every six years to ensure the continuing quality of the degrees and the student learning experience and to suggest future enhancements. This process is called Periodic Review and the reviewing panel comprises internal and external academic staff with a student panellist to represent the student view. Four to six reviews are scheduled each year, normally in the Autumn or Spring Term.

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

Main duties and responsibilities:

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

- undertake the School or Course Reps training offered by the Students' Union to help you make an effective contribution to the review process;
- liaise with the Chair of the panel by way of an informal meeting and other key staff to prepare you for the review itself;
- read, in advance of the review, a substantial amount of preparatory documentation and evidence and consider issues that are of particular importance to the student experience. Some of this evidence might relate to individuals or be commercially sensitive;
- attend a two-day Periodic Review visit, in which you will be expected to take an active part in the review process, which includes reviewing relevant documentation, meetings with staff, students and graduates of the programmes under review. You will be expected to consider issues such as curricula and assessment, learning resources, quality of teaching and learning, use of student management information (including student feedback) and student progression; and
- contribute to the review report (during the review visit and in the weeks following the visit).

Eligibility criteria:

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

- should normally be a Student Officer, Student Officer-elect, a School Representative or a Course Representative at the time of the Review (or have been an elected representative in the academic year prior to the Review if Periodic Review is scheduled to take place in the Autumn Term);
- must be in Part 2 onwards at the time of the Review;
- should not be a PhD student;
- must not be a student of the School under review or from a cognate area; and
- should not normally undertake more than one Periodic Review 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:

School and Course Reps are asked to nominate themselves for the role of student panellist. A student panellist for each Periodic Review will then be appointed from this self-selected group by the relevant Teaching and Learning Dean in consultation with CQSD and the Students' Union, in accordance with the selection criteria.

Successful candidates will normally be contacted two to three months ahead of the Review visit to check their availability to participate in a specific Periodic Review panel. Subject to their availability and academic timetable, the student member should inform their own School/Department of the dates during which they will participate in a Periodic Review panel.

Salary:

£450

Apply by:

Completing the nomination form (*Nomination of student member of a Periodic Review panel*) circulated with this job description.

Please submit your nomination form to Victoria Bundy (Academic Representation Co-ordinator, RUSU) by emailing v.bundy@reading.ac.uk.

For further information:

Please see the University's policy on *Requirements for the Periodic Review of programmes* (available at: <http://www.reading.ac.uk/nmsruntime/saveasdialog.aspx?IID=21144&sID=87193>) or contact the Education Officer of the Students' Union for more information.