Institutional Teaching and Learning Review 2023

Guidance for nominating external panellists

Context

The Institutional Teaching and Learning Review (ITLR) 2023

1. We undertake the ITLR every 5 years to ensure our Warwick Education remains high quality and continues to improve through a structured, supported and thorough review process with academic departments and relevant professional services. This enables us to evaluate how effectively quality and any risks to academic standards are assured for the University Council and how the student learning experience could be further enhanced so that our students can learn, progress and thrive.

Introduction

2. External members of ITLR review panels are colleagues from outside the University of Warwick, who have expert knowledge in the subject area of the department – be that an academic subject area or professional services function.

3. External panellists will be responsible for supporting the assurance and enhancement of education quality, student support and the student experience by:

- Acting as an independent reviewer, bringing an external perspective to the panel appointed for a departmental review.

- Reviewing the department's Self-Evaluation Document and evidence in preparation for review visits and making a full contribution to review visits.

- Identifying good academic practice within the department.

- Identifying practice that could be improved, and provision of constructive suggestions on how changes can be made.

- Contributing to the production of the review panel report.

Guidance

4. Each ITLR panel will need at least one external panellist.

5. Departments should approach and confirm the interest of potential external panellists and request a copy of their CV for consideration by the Review Sponsor, please email it to itlr@warwick.ac.uk with your department name and 'External Panellists CV' in the

subject line. The CV needs to include the nominee's teaching and leadership experience to aid the approval process.

6. Nominations for External Panellists should be submitted by a member of each department (who could be your ITLR Senior Lead or ITLR Admin Lead) via the discovery [online form available here](#),

7. Nominations must include the e-mail address, contact details, home institution.

8. Nominations will be reviewed and approved by the Review Sponsor assigned to the department.

9. The following criteria are essential when considering a candidate:

   a. The nominated person must *not* currently be an external examiner at Warwick and should not usually have been an external examiner at Warwick in the last three years

   b. The nominated person must be a different person to the 2017 nominee.

10. The following criteria will be applied in the context of each department when considering a candidate: *External panellists have…*

    a. Experience of leading education provision in the discipline or leading cognate professional services under review.

    b. For academic departments, experience of quality assurance in UK higher education.

    c. For professional services departments, relevant professional experience.

    d. Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.

    e. Competence and experience in the field covered by the department, or parts there of (retirees can be considered provided they have sufficient evidence of continuing involvement in the academic subject area).

    f. Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of colleagues. (Appointees should normally have current or prior experience in a high performing university or department; in identifying suitable appointees departments should pay special attention to the appointee's expertise in relation to suitable pedagogic approaches, assessment strategies, programme design and student engagement).

    g. Competence and expertise relating to the enhancement of the student learning experience.

11. External panel members will be required to complete an introduction to the ITLR at Warwick online training module in late November 2022 and then consume remotely three recorded training sessions for panellists in December 2022 ahead of departmental SED submissions before Christmas.

12. A guide to the likely external panel member commitment will be as follows, please note this may vary by review panel:

    • 1 and a ½ hours online training induction module

- 1 day Quality Assurance activity – reviewing the guidance, department/cluster self-evaluation document and supporting evidence.

- Up to 2-days online review visit to the department in early February

- Up to 2-days in-person Quality Enhancement review visit to the department in late February/ early March (at Warwick's campus in Coventry)

13. Departments are invited to nominate their external panel members by **29th September 2022** in the initial discovery phase of ITLR, the form will remain open for the duration of the project to accommodate any changes so the latest point at which an external panellist could be nominated to accommodate sign off by the project and time for the nominee to complete the training is **11th November 2022**.

14. External panel members will be paid an honorarium of £1,000 for their contribution via the University of Warwick's payroll.

15. A budget of £300 per external panel member is available to cover travel, hotel and dinner for the in-person review. Bookings will usually be made directly by the ITLR Team to avoid the need for expense claims.

Requesting a Second External Panellist

16. The introduction of a bespoke theme to this iteration of ITLR may require specific expertise amongst the review panel. Where this is not readily available internally or through the External Panellist appointed for the disciplinary expertise, it is possible for a second External Panellist to be appointed.

17. There is a limited budget available to fund the appoint of additional External Panellists in this way and we anticipate being able to fund this for 10 of the 39 reviews.

18. Where a department wishes to request a second External Panellist, they should indicate this via the discovery online form available here, indicating the rationale and the type of person that might be well suited. Departments may request support from Education Policy and Quality in sourcing somebody with the necessary expertise, or they may directly suggest an individual known to them.

19. The terms of appointment and responsibilities remain the same as above, albeit with a particular focus on the bespoke theme.

Support

20. The ITLR team in Education Policy and Quality are happy to discuss and support the nomination of External Panellists. Please direct all questions to itlr@warwick.ac.uk in the first instance.