

# External Course Review - Expert Invitation and Appointment Procedure

## Section 1 - Preamble

(1) This Procedure replaces Appendix 2.20(g) of the Academic Policy (December 2010).

## Section 2 - Definitions

(2) For the purpose of this Procedure, refer to the Academic Board's Definitions Policy.

## Section 3 - Procedure

### Appointment

(3) The procedure for the appointment of an External Course Review Expert is as follows:

- a. The relevant Head of School shall, after consultation with the School Board and Senior Deputy Vice Chancellor, propose one or a number of names of possible External Expert/s to the Chair, Academic Board. The School will provide brief CVs for those people proposed.
- b. Where the expertise of more than one person is required to conduct the external audit the Head of School shall provide a list of names to the Chair, Academic Board.
- c. After consultation with the SDVC the Chair, Academic Board may select one or more names from the list to be the External Expert/s, or may reject all names and ask the relevant Head of School to provide a further list. The Chair will advise the next meeting of Programs Committee of their decision. More than one Expert will only be selected where the suite of courses under review is complex or across a number of discipline areas.

### Invitation

(4) The procedure for the invitation to the External Course Review Expert/s to conduct the Review is as follows:

- a. Following the approval by the Chair, Academic Board of the recommended External Course Review Expert/s, the Secretary of the Course Review Panel shall, on behalf of the Head of School invite the External Course Review Expert/s to conduct the review.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	14th August 2012
<b>Review Date</b>	14th April 2015
<b>Approval Authority</b>	Secretary, Academic Board
<b>Approval Date</b>	10th August 2012
<b>Expiry Date</b>	24th March 2015
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