

## **Appointment of External Consultants and Moderators**

### **1. Background**

Where UoL does not have expertise in a cognate subject area it will appoint academics from other HE institutions with relevant subject expertise to act as external consultants or moderators. External consultants will act as employees of the University of Liverpool.

### **2. Role and responsibilities**

There will normally be one external appointed for each subject area. The external will be responsible for:

**(a) Providing advice to UoL regarding XJTLU programmes and modules within the subject area**

(E.g. new programmes, major programme modifications, minor programme modifications or major module modifications impacting on articulation routes)

Or

**(b) Supporting UoL in the moderation of assessment tasks and marking within the programmes in that subject area**

(Guidelines on moderation of XJTLU assessments may be found on the [Academic Quality and Standards Division \(AQSD\) webpage](#))

### **3. Criteria**

#### **3.1 External consultants must demonstrate:**

- (a) Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
- (b) Competence and experience in the fields covered by the programme of study, or parts thereof, where UoL does not have the subject expertise;
- (c) Relevant academic and/or professional qualifications to at least the level of the qualification being advised on/moderated, and/or extensive practitioner experience where appropriate;
- (d) Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
- (e) Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
- (f) Familiarity with the standard to be expected of students to achieve the award that is to be assessed;
- (g) The satisfaction of applicable criteria set by professional, statutory or regulatory bodies;
- (h) Awareness of current developments in the design and delivery of relevant curricula;

- 3.2 Appointments of any individual cannot be made if they:
- (k) Are a current employee of XJTLU or UoL;
  - (l) Have been an employee of XJTLU or UoL within the last five years;
  - (m) Have acted as External Reviewer/Moderator for XJTLU or UoL within the past five years;
  - (n) Have any close associations with XJTLU, its staff or its students, which may result in a conflict of interests;
  - (o) Are from an institution at which staff from the department at XJTLU are currently acting as External Consultants/Examiners;
  - (p) Are from the same institution as the previous External for the programme, or existing Externals for the subject area;

Any exceptions to 3.2 requires the approval of the Dean for XJTLU..

#### **4. Selection and appointment process**

- 4.1 External appointments will be nominated for (re)appointment on an annual basis.
- 4.2 The duration of an external's appointment will normally be for a maximum of four years or for the duration of the programme(s) in question where it exceeds four years.

#### **4.3 Process guidelines**

- 4.3.1 XJTLU or UoL staff will recommend an external to AQSD for consideration.
- 4.3.2 A Curriculum Vitae (CV) will accompany the recommendation for an external consultant appointment but is not required for recommendations for re-appointment.
- 4.3.3 AQSD will forward to the Link Tutor in the cognate area (where applicable) and ask for their recommendation for approval.
- 4.3.4 AQSD will submit the recommendation to the Dean for XJTLU for final approval.
- 4.3.5 AQSD will report the approved external to the Collaborative Provision Committee.
- 4.3.6 AQSD will produce and send an appointment letter to the approved external consultant to confirm the appointment.
- 4.3.7 The external should confirm acceptance of the appointment. AQSD will inform XJTLU's Registry and Education and Quality Assurance Office.
- 4.3.8 AQSD will arrange for the payment of the appropriate fee.