**Glasgow Caledonian University**

**External Examiner Approval Panel**

**Terms of Reference and Standard Operations**

**1.0 Introduction**

* 1. The Terms of Reference, Membership and Standard Operations for the GCU External Examiners Approval Panel, on behalf of Senate.

**2.0 Terms of Reference**

* 1. To consider nominations for the appointment of an external examiner within the University in accordance with the Academic Quality Policy and Practice.
  2. To consider nominations for the extension of the period of tenure of an existing external examiner within the University, in accordance with the Academic Quality Policy and Practice.
  3. To consider nominations for the change of duties of an existing external examiner within the University, in accordance with Academic Quality Policy and Practice.
  4. To receive notification of any early termination and resignations of tenure.
  5. To provide the Learning and Teaching Sub Committee with an annual confirmation of all approved nominations, extensions to period of tenure, change of duties and any resignations or terminations of appointment.
  6. To advise the Learning and Teaching Sub Committee of issues arising from the consideration of external examiner nominations for appropriate action as required

1. **Quorum**
   1. The Chair plus two other members will constitute a quorum. To avoid conflict of interest, approval of the suitability of candidates will require the support of the Chair plus two Panel members, independent from the proposing School.

**4.0 Membership**

4.1 The Panel will consist of one representative from each School and will be Chaired by the Head of Academic Quality.

4.2 Normally representation will be provided by the Assistant Head of Department: Learning Teaching and Quality, or their representative, and will be reviewed annually.

**5.0 Schedule of Meetings**

5.1 In each academic year, the Panel will meet once per Trimester.

5.2 An additional meeting may also be scheduled immediately before the start of the new academic year in order to facilitate the consideration of outstanding applications where the urgent commencement of appointment is required for the forthcoming session. This will be confirmed at the Trimester C meeting each year.

**6.0 Timescales and Deadlines for the External Examiner Approval Process**

6.1 The table of timescales and deadlines for each Panel Meeting will be distributed to relevant Schools, Departments and Panel Members at regular intervals throughout the year.