


Roles and responsibilities of external experts on validation and review panels		
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Roles and responsibilities of external experts on validation and review panels

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Revision History

Revision	Date	Revision Description DCRT#	Originator
01	21 September 2003	New document	Diarmuid O'Callaghan
02	1 August 2008	Title change of Director to President	Registrar
03	12 April 2019	Title change of Institute	Registrar

1. Purpose

The purpose of this document is to record roles and responsibilities of external experts participating on review panels as part of Institute quality assurance procedures.

2. Scope

This document is relevant to all participants of review panels for programmes and services at the Institute.

3. Policy

- The spirit of the review process is to assist in the improvement of quality at the Institute in a positive and non-confrontational way.
- All participants of review panels should participate with an appropriate level of professionalism.
- Any potential conflicts of interest should be declared before accepting appointment to a review panel.
- The role of the review panel is to monitor that a threshold level of quality is achieved when:
 - A course is approved to operate for the first time
 - That the quality is maintained and improved upon as the course develops when it is presented for re-approval.
 - Supporting services and facilities are reviewed in the context of providing a supportive environment for academic excellence

4. Procedure

- The objectives of peer-review groups are to:
 - Clarify and verify details of self-assessment reports
 - Verify how well aims and objectives of the unit are fulfilled, having regard to available resources.
 - Confirm the unit's strengths and weaknesses, opportunities and threats as outlined in the self-evaluation report
 - Discuss perceived strengths and weaknesses not identified in the self-assessment report
 - Check suitability of the working environment
 - Make recommendations for improvement

- Appropriate members of peer-review groups should have:
 - Experience with, and appreciation of, the processes of evaluation and planning
 - Adequate technical experience
 - Good communication skills
 - A sensitivity to Institute issues in general
 - Demonstrated discretion and good judgement
 - Skills to work in a collaborative situation
 - Time to devote to the validation task

- The functions of peer-review groups are to:
 - Study the self-evaluation report
 - Visit the unit (typically over one day) and meet staff, students and other stakeholders
 - Clarify and verify details in the self-assessment report and consider other relevant documentation
 - Review activities of the unit in the light of the self-assessment report
 - Consider if recommendations in the Self-study report are consistent with, and are supported by, the Self-study findings
 - Participate in drafting final evaluation or programmatic review report with internal review staff listing recommendations for improvement

- The Chairperson of a Validation or review Panel is responsible for:
 - Ensuring that an appropriate timetable is drawn up for the validation event
 - Drawing up a full agenda of issues which reflects the views of the entire validation panel
 - Ensuring that each member of the validation panel is treated equally and has the opportunity to explore the issues identified
 - Managing the validation event in such a way that no single member of the panel or presenting team dominates the discussion to the detriment of others
 - Ensuring that the process is conducted properly
 - Ensuring that decisions are clear and reported
 - Working within the agreed timetable for the event wherever possible
 - Confirming the accuracy, or otherwise of any reports

- Members on validation panels are responsible for
 - Reading the documentation thoroughly to identify where there are issues which should be pursued
 - Contributing issues to the agenda and pursue these in an appropriate manner
 - Confirming the accuracy, or otherwise of the self-assessment report or other documentation
- All members of the panel are equal and it is the responsibility of the Chair to ensure that there is an opportunity for each member of the Panel to pursue a particular issue, to cover the full agenda of issues within the agreed timescale of the validation and manage the validation process in such a way that no single participant dominates the discussion to the detriment of others.

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