

Approved : October 2008

**University Policy, Procedures and Guidance on
the Role, Selection and Briefing of the Student
Members of the Review Team**

**Departmental Review:
Guidance on the Role, Selection and Briefing of
Student Members of Review teams**

1. What is the role of student members of Departmental Review Teams?

Student members will be full members of Departmental Review Panels with equal status to the other members. Like the other members of Departmental Review Panels, student reviewers will be expected to

- i. read and analyse the Department's self-assessment document and any other documentation provided to the Panel;
- ii. participate in the review visits;
- iii. form conclusions on the basis of the information before the Review Panel; and
- iv. contribute to and comment on the draft Review Report.

As the student reviewers bring a learner perspective to the review, their responsibilities will focus on lines of enquiry relating to the management of the student learning experience by the Department and the effectiveness of its approach to engaging students.

Given the holistic nature of Departmental Review at Strathclyde which includes management, organisation and resources as well as learning and teaching, research, knowledge exchange and strategic planning, it may be necessary for sensitive issues relating to particular individuals, such as retirements, salaries or interpersonal relations, to be dealt with as Reserved Business. The timetable for Review meetings would have to take account of the fact that student members would not be present for discussion of Reserved Business. It might therefore be appropriate for these issues to be discussed at the end of the review visit.

2. Who can be a student member of a Departmental Review Team?

- i. Current students of the University of Strathclyde in good academic standing;
- ii. Former students of the University of Strathclyde who graduated no more than two years prior to the date of the initial review meeting; and
- iii. Members of the Student Executive of the University of Strathclyde Students' Association (USSA).

Nobody who is or was a student of the Department under review, or who has any contact with the Department which might lead to a conflict of interest, can be a student member of a Departmental Review Team.

All student reviewers must undertake the agreed training programme before they can join a Departmental Review Panel.

Student reviewers will be eligible to undertake reviews for as long as they continue to meet the selection criteria.

3. How will student members of Departmental Review Teams be identified?

In any one year 6-10 Departmental Reviews are undertaken. A requirement for at least 15 student reviewers each year is anticipated in order to allow for the fact that any one individual student may not be available at the time of any one review. Each Faculty is therefore required to nominate at least three student reviewers each year.

As early as possible in each academic session, Departments should seek possible student reviewers from amongst their current students. In seeking nominations, consideration should be given to the requirement for student reviewers to be fully representative of the profile of the student body as a whole.

Heads of Department should forward nominations to the Faculty Office where a list of eligible Faculty nominees will be collated. The final selection of Departmental Reviewers from each Faculty will be made by the appropriate Faculty officers in discussion with the President of the Students' Association or other nominated individual from the Student Executive.

Once the new Student Executive have taken up office in July, the appropriate individual in the Governance, Management and Policy Team will consult with the President of USSA to identify possible student reviewers from amongst the members of the student executive.

The designated individual in the Governance, Management and Policy Team will write to nominated students inviting their participation in the Review Process, outlining the training and other requirements, and giving details of payment and expenses claims. The letter will also advise the students that given the requirement that the student reviewer should not be a member of the Department under review and the exigencies of their own timetable and other activities, participation in a review within the current year cannot be guaranteed.

A consolidated list of student reviewers from across the University will be prepared and kept by the Governance, Management and Policy Team.

4. How will student members of particular Departmental Review Teams be appointed?

Student members of particular Departmental Review Teams will be selected from the consolidated list of student reviewers by the relevant Faculty Office and Dean and will be appointed in the same way as other Review Team members.

5. What training/briefing will student members of Departmental Review Teams receive?

All student members of Departmental Review Teams will receive generic training from Sparqs, Strathclyde specific training from the Governance, Management and Policy Team and will also have a one-to-one briefing meeting with the appropriate person from the relevant Faculty Office.

In addition student members will attend the various briefing and preparatory meetings for their Departmental Reviews in the same way as the other internal review team members.

Once a body of experienced student reviewers has been built up, the Governance, Management and Policy Team will facilitate meetings between new and experienced student reviewers to discuss their experience of the process and their role within it.

6. Will student members of Departmental Review Teams be paid?

All student members of Departmental Review Teams other than Sabbatical Officers will be paid £400 for each review undertaken. In addition they will be paid expenses to attend the Sparqs training event which is a requirement for all student reviewers.