**Process and criteria for selection UOA Review Panel Member**

**Introduction**

Bournemouth University (BU) is preparing submissions for units of assessment (UOAs) for future REF exercises. Preparation for each UOA is led by a UOA Leader who is supported by an Impact Champion and an Output Champion.

At the BU REF Committee in June 2018, it was agreed each UOA would also have an Internal Review Panel. Members of the panel should be recruited locally in the UOAs via an open and transparent process. All academic staff should have the opportunity to put themselves forward for the role.

**Review Panel Member**

The role of Review Panel Member is ongoing, although members can choose to step down. The panel member role will:

* Panel members will be expected to participate in all meetings of the panel; this will include initial meetings for development, briefing and calibrate their standards of assessment with the panel, and all subsequent assessment meetings.
* Panel members will need to undertake REF-focussed equality and diversity training.
* Panel members will be expected to read and assess outputs and to provide qualitative feedback and a score based on the REF starred levels for each.
* Panel members will be expected to read and assess Impact Case Studies and to provide qualitative feedback and a score based on the REF starred levels for each.
* Liaise with the UOA Leads and champions to communicate key messages to and from the UOA Panel.
* To undertake any other duties as requested by the relevant Deputy Dean for Research and Professional Practice (DDRPP) and/or Unit of Assessment leader.

Participating as a member of the Review Panel is a big commitment and is recognised accordingly. More detail on participation is provided in the role descriptor and Terms of Reference. Heads of Department will recognise this commitment in individual workloads so members will be given the time to review, attend meetings and take responsibility for tasks.

**Process**

The Faculty together with Research Development and Support (RDS) runs an expression of interest (EoI) round, inviting all those who are interested to put forward a short case (suggested length of one paragraph) as to why they are interested in the role and what they think they could bring to it. Applications from underrepresented groups (e.g., minority ethnic, declared disability) are particularly welcome.

EoIs are submitted to the RDS (ref@bournemouth.ac.uk) and are reviewed against the selection criteria detailed in this document by a gender balanced selection panel comprising the:

* Deputy Dean of Research and Professional Practice
* UOA Leader(s)
* RDS representative
* Output or Impact Champion (optional)
* Head of Department or member of the professoriate (optional)

The appropriate number of panel members will be agreed with UOA teams based on the volume of expected submissions and the breadth of expertise covered. Panel membership will be offered to the highest scoring applicants who also have appropriate subject expertise.

In the following circumstances, the selection panel can also invite applicants to an interview if required:

* Additional information is required to assess an individual EoI
* The UOA receives a high number of EoIs

This process is applied consistently across all UOAs.

**Selection criteria**

The selection criteria are outlined below. Panel membership will be offered to the highest scoring applicants. It is expected that they will predominantly be practising researchers. Consideration will be given to the academic career level of applicants (Professoriate/Mid-Career/Early Career) to ensure, where possible, that panels have representation from each level. A member of the selection panel will provide feedback to all applicants.

* **Skills and knowledge (scored out of 10):**

Panel members should have an appropriate level of skill and knowledge to assess research quality and research impact quality. They should be able to make informed comment and offer robust feedback.

UOA Teams would particularly welcome EoIs from those who have:

* Experience reviewing for previous REF mock exercises
* Experience in editorship
* Experience peer review
* **Commitment and Capacity (scored out of 10):**

Being a panel member is a big commitment. Members need to be willing and able to make this commitment.

**Questions**

Questions regarding the process should be directed to ref@bournemouth.ac.uk . UOA-specific questions should be directed to the relevant UOA Leader or DDRPP in their absence.