**UOA Panel Reviewer Role Descriptor**

|  |  |
| --- | --- |
| **Purpose of the role** | Each Unit of Assessment (UOA) Internal Panel Member has responsibility for assessing elements of the REF submission, in accordance with the REF assessment criteria in a timely manner. To provide the university with accurate intelligence to inform decision making in regard to its REF preparation and submission. |
| **Main responsibilities**  | 1. 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.
2. Panel members will need to undertake REF-focussed equality and diversity training.
3. 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.
4. 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.
5. Liaise with the UOA Leads and champions to communicate key messages to and from the UOA Panel.
6. To undertake any other duties as requested by the relevant Deputy Dean for Research and Professional Practice (DDRPP) and/or Unit of Assessment leader.
 |
| **Duration**  | Permanent – roles to be reviewed at the end of the REF assessment. |
| **Support**  | Panel members will receive support from RDS and the UOA Leadership Team..  |
| **Reporting requirements** | All UOA Panel Member are expected to attend the Panel Meetings and provide data to inform the REF Committee and the REF Steering Group.  |
| **Review**  | Role description drafted November 2018.Last reviewed January 2020Current review date - June 2022Next review due – Summer 2024 |