



APPENDIX ONE STANDARD OPERATING PROCEDURE FOR EXTERNAL EXAMINER NOMINATION, APPROVAL AND APPOINTMENT

This SOP is intended to provide a breakdown of the External Examiner nomination, approval and appointment procedure. It is anticipated that this it will support the FQM to manage the procedure within the External Examiner Code of Practice. This SOP **must** be read in conjunction with the full procedure.

This SOP is available to download on the University website under section 7 of the quality handbook, please use the following link: <https://www.buckingham.ac.uk/about/handbooks/quality-handbook/>

Any queries regarding this process please contact the Faculty Quality Manager.

No*	Standard Operating Procedure for EE Nomination, Approval & Appointment	Responsible
1	Monitor EE Tracker	FQM
2	Tracker highlights EE is required, inform Faculty Dean and Programme Director	FQM
3	Advertise EE position setting a deadline for applications	FQM
4	Apply for the EE position, sending expression of interest and CV to the FQM	EE
5	Acknowledge applications, inform applicants if they are successful when they would hear back.	FQM
6	Send appointment form and applications to the PD for consideration	FQM
7	Review CVs, complete section 1 of the appointment form and submit to the FQM	PD
8	Send CV and appointment form to the FD for approval	FQM
9	Review CV and section 1 of the appointment form, complete section 2 and submit to FQM	FD
10	Update EE Tracker and store record of CV and completed appointment form in the EE file	FQM
11	Populate External Examiner Appointment Letter & Forms and send to successful applicant	FQM
12	Complete forms and submit alongside requested documentation to FQM	EE
13	Update EE tracker and store documentation in the EE file	FQM
14	Send payroll particulars to payroll for processing	FQM
15	Send EE annual pack and introduce to the Faculty Team	FQM
16	Arrange virtual induction with EE to discuss annual pack including the PD and FA	FQM

KEY: EE = External Examiner, FQM = Faculty Quality Manager, PD = Programme Director, FD = Faculty Dean, FA = Faculty Administrator