



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 Collaborations Staff to manage the procedure within the External Examiner Code of Practice. This document **must** be read in conjunction with the full procedure.

Any queries regarding this process please contact Collaborations Staff.

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

KEY: EE = External Examiner, CA = Collaborations Administrator, CM = Collaborations Manager, HC = Head of Collaborations, FD = Faculty Dean, LT = Link Tutor