NOMINATION FORM FOR EXTERNAL REVIEWERS FOR ADMINISTRATIVE/SERVICE REVIEWS

(a) One form is to be completed for each reviewer nomination by the Head of Area/Service:

(b) In completing this form, the following should be noted:

- Nominees should have had no formal links with the College in the last 5 years (e.g. acted as an auditor, reviewer, collaborator, consultant etc.);
- Nominees should have no professional or personal links with staff of the Area/Service under review;
- Nominees should comprise of representatives from the university and service/professional sectors, with at least one of the three coming from within Ireland. The composition of the nomination list should be balanced in terms of geography, gender, and experience;
- Nominees should be at a senior level in their area of expertise;
- A minimum of ten nominees should be provided by the area/service under review in order to allow the Working Group to select their first preference candidates as well as a number of reserve candidates;
- There should be no contact with the nominees by the area/service under review;
- Sufficient background information on each nominee should be supplied by the area/service under review (e.g. CV/resume etc.) in order to allow the Working Group to make an informed decision.

NAME OF AREA/SERVICE TO BE REVIEWED:

NAME AND POSITION OF PROPOSED REVIEWER:

HOME INSTITUTION/BODY:

CONTACT ADDRESS, EMAIL AND TELEPHONE NUMBER:

DETAILS OF RELEVANT EXPERIENCE:

I certify that the information given above is to the best of my knowledge correct and that (i) the nominee has had no formal links with the Area/Service during the last five years and (ii) does not have personal or professional links with staff in the Area/Service.

Signed : ________________________________ (Head of Area/Service)

Please complete this form and send along with any supporting documentation for the proposed reviewer to the Quality Office, Room 23, West Theatre, College.