



NOMINATION OF 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 for at least 5 years.
- The review team should include representatives from the university and service/professional sectors, with at least one coming from within Ireland.
- The composition of the nomination list should be balanced in terms of geography, gender, and experience.
- In support of the College Sustainability agenda, reviewer selection should be limited to within the continent of Europe, if at all possible, unless a specific case can be made to extend beyond Europe to other continents.
- Nominees should be at a senior level in their area of expertise.
- A minimum of twelve 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.

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.