



Process for appointing Chairs of Assessment Boards

Scope

All undergraduate and taught postgraduate programmes at City, University of London

Senate Regulations

[Senate Regulation 19 Assessment](#)

Date approved/re-approved

March 2015

Date for review

To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

To be read in conjunction with Section 6 of the Quality Manual including
Assessment and Feedback Policy
Guidance on Assessment Boards

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Senate Policy: Appointment of Chairs of Assessment Boards Purpose

- Within the delegated structure, to support appropriate institutional oversight of Assessment Board activity.
- To ensure Chairs have the appropriate level of academic authority and experience.
- To ensure all Chairs are provided with the opportunity for training or other forms of support.
- To retain sufficient flexibility with chairing arrangements in case of emergency.

Senate Criteria

- Assessment Board Chairs will be a senior member of staff, normally a Dean, Deputy Dean or Associate Dean.

Process

- Boards of Studies and the Validation and Institutional Partnerships Committee to consider a draft set of proposed Assessment Board Chairs at the first meeting of the academic year. Proposed Chairs are to meet the Senate-approved criteria. Where Chairs do not meet the criteria, a rationale is to be provided. Where appropriate, a Deputy Chair/alternative may be proposed.

The Board of Studies/Validation and Institutional Partnerships Committee approves the list and it is submitted to Senate within an annual institutional Assessment Board Chair Nomination Report.

- Senate to consider the lists of Board of Studies/Validation and Institutional Partnerships Committee approved Chairs at its next meeting. Senate to consider rationales given for any Chairs not meeting its criteria.

Senate approves the list from each Board of Studies. Specific suggestions can be rejected.

- The University will normally provide training and briefing for any new Chairs approved by Senate.
- The list of approved Assessment Board Chairs will be maintained by Student and Academic Services who manage the annual reporting and approval process.

Assessment Board Chairs

Chairs should report any significant risks or issues as soon as possible to the Chair of the relevant Board of Studies, Deputy Vice-Chancellor or Director of Student & Academic Services