BCU PSF Panel process flow diagram

[ER - External Reviewer; LR - Lead Reviewer] Faculty Leads (FLs) advise EDS of Reviewer names for next review cycle EDS write to Reviewers to advise of timeline and process, and direct to website resources (guidance documents and reviewer forms to complete) EDS arrange Panels for each Fellowship category, ensuring ER requirements met* and LR is allocated for each Panel EDS allocate applications to Panels, ensuring notes below* are met, emailing each Panel the application(s) and asking if there are any conflict of interests Panel members review applications independently and allocate Award, APC or Refer for each of the Descriptor areas, then consider their overall decision LR contacts Panel members and arranges how Panel will work together; whether to meet (face-toface or virtually) to discuss applications or through conversations (phone or email) Panel agrees decisions and any comments to be made (if no agreement, LR to contact EDS) LR completes Reviewer form with Panel decision, adding any feedback for candidates; LR also gathers comments from Panel on process, applications and any other BCU PSF issues LR sends decision on completed reviewer form(s), along with any feedback from Panel, to EDS by agreed date EDS advise candidates of decisions; APC candidates to contact Panel to arrange dialogue to meet any conditions and LR agrees date LR to ensure decision on APC dialogue completed on a Review form and returned to EDS by agreed date

* Notes:

As part of the Embedded Moderation model AdvanceHE Minor Change, March, 2019), an ER is now part of a Panel (of 2 or 3 members); allocation of applications will be made to ensure at least 4 applications per year are included for review in these Panels (estimated to be around 10% of submissions), and for each Fellowship category. The External Adviser (EA) will have access to all of the Panel applications and decisions.

Panel composition: EDS construct panels of at least two FHEA reviewers (or SF, PF) for D1 and D2 and at least three SFHEA (or PF) reviewers for D3; a LR will be nominated for each Panel; new reviewers to be with more experienced reviewers.