

Volunteering role	Academic Accreditation Committee (AAC) Member
Role synopsis and primary focus	<p>This body has been delegated by our Membership and Professional Development Board and Registration and Standards Committee.</p> <p>Its objective is to develop, implement and review policies and procedures for the accreditation of academic programmes that either contribute to, or satisfy, the current and future educational requirements for Chartered and Incorporated Engineers, taking into account the current and future needs of the industry.</p> <p>The role is vital in our mission to become a global leader for academic accreditation and for expanding our reach into a diverse set of subject areas. Our Academic Accreditors' expertise and experience will help shape our approach to this ambition and build on our credibility as key informers and influencers of engineering curricula.</p>
Person requirements	<p>To undertake this role, you will:</p> <ul style="list-style-type: none"> ▪ Be an IET Member; ▪ Professionally registered, strongly preferred; ▪ an experienced and active Academic Accrerator, with leadership capability and a demonstrable interest in, and commitment to, the accreditation process, is strongly preferred; ▪ Be able to lead teams and help them arrive at consensual, fair and unbiased decisions; ▪ Be able to take a leading role in pre and post visit accreditation activity ▪ An IET Fellow, strongly preferred.
What you can gain from this role	<p>Being on an accreditation panel or committee will provide an opportunity to strengthen teamwork, time management, diplomacy, negotiation and 'critical friend' styles.</p> <p>If Chairing a visit or meeting, you can also further develop your leadership and effective decision making skills, as well as acquiring experience in articulating complex issues concisely, both verbally and through formal report writing.</p>
Main duties and responsibilities	<p>As a committee member you will:</p> <ul style="list-style-type: none"> ▪ chair accreditation visits and other associated activities and produce the reports for these (in conjunction with the rest of the visiting panel and allocated IET staff member); ▪ approve reports and action plans as a result of accreditation visits; ▪ review academic programmes for accreditation and make decisions thereon with delegated authority; ▪ advise IET staff on the appointment of a team of Accreditors to ensure a balance of those from industry and academia, as well as provide feedback on their training visits and suitability to be appointed as full members of the Academic Accreditation Team; ▪ set and uphold IET accreditation policy; ▪ contribute to the development of Higher Education both nationally and internationally, within the strategic remit of the IET; ▪ report to the Registration and Standards Committee;

	<ul style="list-style-type: none"> ▪ represent the IET and the Professionally Registered engineering community; ▪ present judgments in a measured and constructive way; ▪ advise of potential conflicts of interest before agreeing to participate in a discussion; ▪ be adequately prepared for a meeting by reading the papers in advance and, where necessary, taking part in email discussions, forums or conference calls; ▪ commit to taking part for the whole 2 day duration of the visit unless other prior agreement is made with IET Staff; ▪ respect equality, diversity and inclusion; ▪ adhere to data protection legislation throughout all processes.
How this role supports our vision and mission	<p>In this role you will Inspire, Inform and Influence our Academia audience, by:</p> <ul style="list-style-type: none"> ▪ inspiring the next generation of engineers and educators through the accreditation procedure, raising awareness of professional registration and professional membership; ▪ informing higher education policy and curricula through the accreditation procedure and advice on programme development; ▪ influencing engineering curricula and policy particularly in the UK using the Accreditation of Higher Education programmes (AHEP) framework.
Period of appointment	<p>Members are appointed for three years, and then subject to annual renewal at the discretion of IET Staff in consultation with the AAC Chair and Vice Chair.</p>
Time Commitment	<p>When undertaking this role you will need to:</p> <ul style="list-style-type: none"> ▪ attend a one-day training session annually; ▪ Chair at least one visit. A visit also involves one to two days for preparation in advance of the visit and one day for producing the report following the visit; ▪ attend three committee meetings per year plus a teleconference once a month. <p>Minimum commitment per year: 7 days.</p> <p>This role also involves travelling to UK and non-UK destinations. All travel, meals and accommodation expenses related to visits will be met.</p>
Appointment method	<p>In Spring each year Academic Accreditors will be invited to express their interest in becoming a member of the Academic Accreditation Committee.</p> <p>An application form (available on request) will need to be submitted, including an explanation of how they fit the criteria in the person specification (see above).</p> <p>Applications are then considered by the Chair and Vice Chair of the Academic Accreditation Committee, taking into consideration the skills matrix.</p>
Induction	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> ▪ Volunteers' Handbook ▪ Access to IET EngX® online volunteering community ▪ All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies, and complete a

	<p>Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.</p> <ul style="list-style-type: none"> ▪ Other volunteer policies and guidance are provided on IET EngX® ▪ Academic Accreditation Committee Terms of Reference ▪ Accreditation Guidance and Policy documents ▪ This role also requires you to undertake our data protection and unconscious bias training modules.
Training	<p>During the second year of engagement and each thereafter, you will need to attend a one-day training session.</p> <p>Panel Chairs will also be required to attend a training event on visit protocol. This is usually part of one of the scheduled meetings.</p>
Point of contact	<p>The regular contact for this role is the IET Academic Accreditation staff team on accreditation@theiet.org</p>

Date Updated: January 2024