

Volunteering role	Academic Accreditor
<p><b>Role synopsis and primary focus</b></p>	<p>Academic Accreditors are senior academics or industrialists who provide the expertise that allows the IET to conduct credible reviews of undergraduate and postgraduate programmes submitted for accreditation.</p> <p>This 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>
<p><b>Person requirements</b></p>	<p>IET Member, with experience in one or more of the following:</p> <ul style="list-style-type: none"> <li>▪ external examining strongly preferred;</li> <li>▪ course leader / programme director position or with a leading role in course management or design;</li> <li>▪ members of institutional validation and/or review committee;</li> <li>▪ quality assurance agency auditing.</li> </ul> <p>Professionally registered with appropriate knowledge and experience is strongly preferred.</p> <p>In addition, if you are undertaking the role of Visit Panel Chair:</p> <ul style="list-style-type: none"> <li>▪ an experienced and active accreditor with leadership capability and a demonstrable interest in, and commitment to, the accreditation process is strongly preferred;</li> <li>▪ ability to lead teams and help them arrive at consensual, fair and unbiased decisions;</li> <li>▪ ability to take a leading role in pre and post visit accreditation activity</li> <li>▪ IET Fellow strongly preferred.</li> </ul> <p>Industrial representatives do not need to meet all the above criteria, although they must have knowledge and experience of the Higher Education sector.</p>
<p><b>What you can gain from this role</b></p>	<p>This role will provide an opportunity for you to strengthen your 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>
<p><b>Main duties and responsibilities</b></p>	<p>On visiting a University or College to consider programmes for accreditation you will be required to:</p> <ul style="list-style-type: none"> <li>▪ work through the Accreditation Database and Management Systems (ADAMS);</li> <li>▪ represent the IET and the Professionally Registered engineering community;</li> <li>▪ gather evidence to make an objective judgment and to help form a consensus view;</li> <li>▪ present these judgments in a measured and constructive way;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ operate in the spirit of partnership with the organisation seeking accreditation;</li> <li>▪ identify areas of good practice and innovation;</li> <li>▪ communicate shortfalls against the accreditation criteria directly and constructively during the visit, and in the visit report;</li> <li>▪ keep evidence supplied in support of an application for accreditation confidential;</li> <li>▪ advise of potential conflicts of interest before agreeing to participate in a visit;</li> <li>▪ be adequately prepared for a visit by reading the submission in advance and, where necessary, taking part in email discussions, forums or conference calls;</li> <li>▪ keep to the agreed timetable during the visit;</li> <li>▪ commit to taking part for the whole 2-day duration of the visit unless other prior agreement is made with IET Staff deal with inter-panel disagreements privately and respectfully via the Visit Panel Chair;</li> <li>▪ respect equality, diversity and inclusion;</li> <li>▪ adhere to data protection legislation throughout all processes.</li> </ul>
<b>How this role supports our vision and mission</b>	<p>In this role you will Inspire, Inform and Influence our Academia audience, by:</p> <ul style="list-style-type: none"> <li>▪ inspiring the next generation of engineers and educators through the accreditation procedure, raising awareness of professional registration and professional membership;</li> <li>▪ informing higher education policy and curricula through the accreditation procedure and advice on programme development;</li> <li>▪ influencing engineering curricula and policy particularly in the UK using the Accreditation of Higher Education programmes (AHEP) framework.</li> </ul>
<b>Period of appointment</b>	<ul style="list-style-type: none"> <li>▪ Accreditors are expected to serve a minimum of three years in the role.</li> <li>▪ Visit Panel Chairs are appointed for three years and then subject to annual renewal; continuation is at the discretion of IET Staff in consultation with the Chair and Vice Chair of the Academic Accreditation Committee (AAC).</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>▪ In year one of engagement you will need to attend a one-day training session and observe two visits (2 x 2 days).</li> <li>▪ In subsequent years you will need to attend a one-day training session each year and attend at least one visit (1 x 2 days) each year. A visit also involves one to two days for preparation in advance of the visit and a half day for report review following the visit.</li> </ul> <p>Minimum commitment per year: five days (six days in year one).</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>
<b>Appointment method</b>	<p>You'll need to <a href="#">complete an application form</a> for this role, which will then be considered by the Academic Accreditation Committee (or a delegated authority).</p>
<b>Induction</b>	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> <li>▪ Volunteers' Handbook</li> <li>▪ Access to IET EngX® online Volunteering community</li> </ul>

	<ul style="list-style-type: none"> <li>▪ All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies, and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.</li> <li>▪ Other volunteer policies and guidance are provided on IET EngX®</li> <li>▪ Academic Accreditation Committee Terms of Reference</li> <li>▪ Accreditation Guidance and Policy documents</li> <li>▪ This role also requires you to undertake our data protection and unconscious bias training modules.</li> </ul> <p>In addition, during your first year of engagement you will be required to attend a one-day training session on the accreditation process and the use of the Academic Database and Management System (ADAMS), and observe two accreditation visits (2 x 2 days).</p>
<b>Training</b>	During the second year of engagement and each thereafter, you will need to attend a one-day training session.
<b>Point of contact</b>	The regular contact for this role is the Academic Accreditation staff team <a href="mailto:accreditation@theiet.org">accreditation@theiet.org</a>

Date Updated: January 2024