# Guidelines for Selection and Appointment of Peer Review Panel

The department (the self-evalution committee together with the departmental chair) may propose panel members to the dean/ responsibility centre head. The proposal should be accompanied with a motivation for each proposed member. The information submitted must be sufficient for the dean/ responsibility centre head to make an informed decision.

* When proposing a panel, the self-evalution committee and the departmental chair must consider the following:
* The selection should include a diverse team that is representative in as far as it serves to enhance an inclusive institutional culture, promoting democratic, values‐driven leadership.
* Peer review panels are typically external to the University and, where feasible, include local and internal experts.
* Members should consist of the appropriate disciplinary knowledge and expertise relevant to the department’s field of study/ work and as well as the focus of the evaluation.
* Appointed members should not present a conflict of interest.
* The size of the panel is dependent on the size of the department and the scope of the evaluation. The panel must consist of at least two members. The panel my not exceed five members.
* One of the members should serve as the chair of the panel. The chair is responsible for coordinating the finalisation of the review report and its submission to the relevant dean or responsibility centre head.
* Not more than one panel member may be re-appointed from the previous cycle of evaluation.

**The Approval Process**

The dean or responsibility centre head vets and approves the panel.

The dean or responsibility centre head makes the formal appointment of the panel.

**The Appointment Process**

It is the department’s responsibility to inform the Quality Officer or Advisor as soon as the panel has been approved by the RC Head /Dean.

The Quality Officer or Advisor drafts the formal appointment letters for the reviewers. The appointment letters are sent to the panel via the Dean’s Office. It is the RC Head /Dean who makes the appointment.

The finalisation and appointment of the panel must occur at least one month before the scheduled site visit.