



# Teaching Excellence and Student Outcomes Framework (TEF): Student role specifications

**If you meet the criteria outlined below and are interested in applying, please contact [TEF@officeforstudents.org.uk](mailto:TEF@officeforstudents.org.uk) for an application pack. Applications must be received by 12 noon on 19 September 2018.**

The Teaching Excellence and Student Outcomes Framework (TEF) is a scheme for recognising excellent teaching, over and above the existing national quality requirements for universities, colleges and other higher education providers. It provides information to help prospective students choose where to study. This year we are aiming to increase student representation on the TEF subject pilot panels to ensure students' perspectives continue to be fully considered in the assessment process.

TEF subject pilot panel members assess the metrics and written submissions made by higher education providers participating in the TEF subject pilot to agree on ratings of Gold, Silver or Bronze for those providers and to provide feedback to the providers. The panels meet to agree on the ratings and spend a couple of weeks before each meeting completing individual assessments of the submissions and metrics. Meetings and events will be held in locations across the UK. Panel members will be provided access to the relevant materials and will be expected to communicate between meetings through a secure electronic system.

To allow candidates to consider whether they will be able to commit the necessary time, Annex A outlines our current expectations and provisional meeting dates. Dates will be confirmed once appointments have been made. Successful candidates will be provided with further details about the terms and conditions of appointment and practical arrangements for meetings with as much notice as possible.

## **Fees and expenses**

Panel members will be entitled to a fee in recognition of their work in assessing submissions and attending meetings.

Fees will be paid as a flat rate per role type. These vary according to the anticipated workload for each role. Please note that fees for 2018-19 are subject to confirmation with the Department for Education (DfE), but are anticipated to be at least:

- a. £8,000 for subject panel chairs and deputy chairs (who are also main panel members)
- b. £4,000 for main panel and subject panel members (student, academic, expert and employer/PSRB representative roles)

Tax and national insurance will be deducted from these fees.

The costs of standard-class travel to meetings will be met, and accommodation and meals will be provided. (There is a maximum allowance for meal claims.) To ensure student panellists are not out of pocket, the Office for Students will arrange and book travel and accommodation to enable their attendance at meetings and events.

## Student subject pilot roles

Student role	Key responsibilities	Essential criteria*	Desirable criteria
<b>Pilot Main Panel Deputy Chair</b>	<ul style="list-style-type: none"> <li>• To review provider-level metrics and submissions</li> <li>• To contribute to meetings of the main panel, including to consider indicative ratings at subject-level, agree indicative ratings at provider-level, and to provide feedback on the pilot process</li> <li>• To chair parts of main panel meetings, particularly when the chair and academic deputy chair have a conflict of interest</li> <li>• To direct the main panel's attention to issues of student engagement and student experience, as appropriate</li> <li>• To lead on evaluation and feedback from student panellists and produce a report (supported by officers at the Office for Students)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of representing higher education students across an institution, at any type of provider (higher education institutions, alternative providers or further education colleges)</li> <li>• Experience of engaging with the enhancement of teaching in higher education</li> <li>• Experience of chairing</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and awareness of the diversity of the higher education sector and students</li> <li>• Knowledge of a range of approaches to teaching and learning</li> <li>• Experience of representing students from disadvantaged or under-represented groups</li> <li>• Experience as a member of a committee or other advisory or decision-making body</li> <li>• Experience as a QAA student reviewer</li> </ul>
<b>Pilot Main Panel member</b>	<ul style="list-style-type: none"> <li>• To review provider-level metrics and submissions</li> <li>• To contribute to meetings of the main panel, including to consider indicative ratings at subject-level, agree indicative ratings at provider-level, and to provide feedback on the pilot process</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of representing higher education students across an institution, at any type of provider (higher education institutions, alternative providers or further education colleges)</li> <li>• Experience of engaging with the enhancement of teaching in higher education</li> </ul>	

<p><b>Pilot Subject Panel Deputy chair (who is also a Main Panel member)</b></p>	<ul style="list-style-type: none"> <li>• To work with TEF team officers and academic co-chairs to plan and allocate work to subject panel members</li> <li>• To chair meetings of the subject panels</li> <li>• To review a reduced caseload of subject-level metrics and submissions</li> <li>• To review and moderate borderline cases in and across subject panels</li> <li>• To attend and contribute to main panel meetings, providing a link between the main panel and subject panel</li> <li>• To contribute to the drafting and documentation of feedback from the subject panel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of representing higher education students across an institution, at any type of provider (higher education institutions, alternative providers or further education colleges)</li> <li>• Experience of engaging with the enhancement of teaching in higher education</li> <li>• Experience of chairing</li> </ul>	
<p><b>Pilot Subject Panel member</b></p>	<ul style="list-style-type: none"> <li>• To review a caseload of subject-level metrics and submissions</li> <li>• To contribute to meetings of the subject panel, including to agree indicative subject-level ratings, and to provide feedback on the pilot process</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of engaging with the enhancement of teaching in higher education</li> <li>• Experience of representing students within one of the following subject areas: <ul style="list-style-type: none"> <li>○ Nursing or midwifery</li> <li>○ Allied health subjects</li> <li>○ Health and social care</li> <li>○ Geography</li> <li>○ Earth and environmental studies</li> <li>○ Agriculture and food studies</li> <li>○ Architecture, building and planning</li> <li>○ Education and teaching</li> </ul> </li> </ul>	

**\* Only current or recent undergraduate students or student representatives are eligible to apply.**

This includes:

- **students who studied at undergraduate level or held a position as a student representative (for example, on sabbatical to a students' union) within the last three years**
- **students who graduated or held representative positions more than three years ago but who have previous experience of serving on TEF panels.**

Applicants who graduated in or completed a sabbatical in 2018 or earlier should indicate their ongoing involvement in higher education.

## Annex A: Expected subject pilot activity and indicative timings

		Pilot Subject Panel student co-chairs (who are also Main Panel members)	Pilot Main Panel members and Main Panel student deputy chair	Pilot Subject Panel members
<b>Preparation, training and calibration:</b>				
Pilot main panel initial meeting and training	(1 day)	✓	✓	
Webinar and preparation for training event (January, in your own time, ahead of training event)	(1 day)	✓	✓	✓
Subject panel training event (late January)	(1 day)	✓		✓
Calibration exercise (in the week commencing 25 February)	(1 day meeting and 2 days preparation. Co-chairs attend both the subject panel and main panel meetings)	✓	✓	✓
<b>Assessment:</b>				
Assessing metrics and submissions (from early March to early May)		Approx. 8 days	Approx. 7 days	Approx. 8 days
<b>Subject Panel meetings</b> 2-day meeting (week of 25-29 March)	(2 days)	✓		✓
<b>Subject Panel meetings</b> 1. 2-day meeting (week of 29 April – 3 May)	(2 days)			
<b>Pilot Main Panel meetings</b> 2-day meeting in week of 22-26 April	(5 days)	✓	✓	

2-day meeting in week of 20-24 May 1-day meeting in week commencing 27 May				
Follow-up work (in your own time following each assessment meeting)	2 days	✓	✓	✓
Ad hoc meetings or workshops, subject to confirmation	1-2 days	✓ 2 days	✓ 1 day	✓ 1 day
<b>Feedback: June 2018</b>				
Feedback meetings: 1-day meeting in week commencing 27 May (subject panels only) 1-day meeting in week commencing 10 June (main panel only)	1-2 days	✓ 2 days	✓ 1 day	✓ 1 day
<b>Approx. TOTAL days</b>		<b>30 days</b>	<b>22 days</b>	<b>22 days</b>