

Academic Accreditation Committee Member

Primary Focus:

This body has been delegated by Membership and Professional Development Board and Registration and Standards Committee, 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.

Main duties and responsibilities:

As a committee member you will:

- 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 actions plans as a result of accreditation visits
- Review academic programmes for accreditation and make decisions thereon with delegated authority.
- To 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.
- Setting and upholding IET accreditation policy.
- Within the strategic remit of the IET, to contribute to the development of Higher Education both nationally and internationally.
- To report to the Registration and Standards Committee.
- 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.
- Adhere to equality and diversity legislation.

Appointment method:

Send an invitation to all Academic Accreditors in the spring each year inviting them, if they wish, to express an interest in becoming a member of the Academic Accreditation Committee with a completed application form including an explanation of how they fit the criteria in the person specification (see below).

Applications are then considered by the Chair and Vice Chair as normal, taking into consideration the skills matrix.

Period of appointment:

Members are appointed for three years and then subject to annual renewal.

Commitment required by the activity:

- Attend training (1 day).
- Chair at least one visit. A visit also involves a one to two days for preparation in advance of the visit and a day for producing the report following the visit.
- Attend three committee meetings per year plus a teleconference once a month.

Minimum commitment per year: 7 days.

This role also involves travelling to UK and non- UK destinations. All travel, meals and accommodation expenses related to visits will be met.

Training

Training is carried out on an annual basis for all accreditors.

In addition to Academic Accreditor training all Panel Chairs will be required to attend a training event on visit protocol. This is usually part of one of the scheduled meetings.

Point of contact:

The regular contact for this role will be Sarah Odong, Senior Accreditation Coordinator. Queries can be directed to SOdong@theiet.org

Communications:

When undertaking this role, you can expect to receive:

- Email containing confirmation of the availability of papers for the Academic Accreditation Committee on the Committee's SharePoint
- Annual request via email to volunteer for visits
- Notifications from ADAMS or otherwise pertaining to the accreditation activities volunteered for
- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- ADAMS (Academic Database and Management System)
- IET Accreditation Guidance and Policy documents
- Dedicated IET staff member for support and assistance.
- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- [Online sign-up to Policies and Code of Conduct:](#)
 - Anti-bribery and Corruption Policy
 - Anti-slavery Policy
 - Code of Conduct for Volunteers
 - Data Protection Policy
 - Equality, Diversity and Inclusion Policy

- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy
- Data Protection Training Module

[Other Policies and Guidance](#) to support you in your role:

- Academic Accreditation Committee terms of reference
- Academic Accreditors must adhere to the IET's data protection policy
- Academic Accreditation procedures
- IET academic accreditation policies
- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

Person specification:

- Normally are experienced and active accreditors with leadership capability and a demonstrable interest in, and commitment to, the accreditation process.
- Be able to lead teams and help them arrive at consensual, fair and unbiased decisions.
- Take a leading role in pre and post visit accreditation activity.
- Normally be Fellows of the IET.

Date Updated: January 2020