

University of London

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Please address reply
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20 December 1983

Dear Chairman

APPOINTMENT OF PANELS OF EXPERTS FOR BOARDS OF ADVISORS

I am writing to request Boards of Studies/Special Advisory Committees to appoint Standing Panels of External and Internal Experts to serve on Boards of Advisors for the period 1 October 1984 to 30 September 1987.

Boards of Advisors are constituted to consider either the filling of an established Chair or Readership or conferment of the title of Professor or Reader on a serving Teacher. They are appointed by the Academic Council following consultation with the School concerned. Every Board includes two External Experts and one Internal Expert. These are normally drawn from the relevant Panel(s) appointed by the Board(s) of Studies although the Academic Council will permit the appointment of an Expert from outside the Panel(s) and, exceptionally, more than one when there are valid reasons for doing so.

The composition of the Panels is of great importance, since on their members rests the main responsibility for safeguarding the standards associated with the status of Professor or Reader of the University. Obviously Experts must be scholars of distinction and be well acquainted with their subject as a whole and with the promise and achievement of other scholars in it. The complexity of a subject and the breadth of the field which its title may encompass must be determining factors in the number of Experts appointed to the particular Panel, and also in deciding how many Panels are needed. Boards of Studies should nevertheless bear in mind that in order to provide continuity the Academic Council hopes that Experts will have the opportunity of serving on several Boards of Advisors during their term of office and in those subjects in which few appointments are made or titles conferred this consideration may have overriding influence on the number of Panels appointed and the number of Experts appointed to a particular Panel. Boards should therefore now review the number and size of Panels to cover the subject areas coming within their purview. A proposal for the establishment of a new Panel must be submitted to the Academic Council. Boards are reminded that

- (1) An External Expert is defined as an expert who is neither an Appointed nor a Recognised Teacher of the University of London, and who does not hold a paid office in any institution connected with the University in which any Appointed or Recognised Teacher of the University holds office.

External Experts should normally be "academics". Exceptionally, in areas where there are very few experts in academic posts and the majority of people who are experts in the field are employed in industry or a profession, non-"academic" members may be appointed to a Panel, although it should be noted that it is the Academic Council's policy not to allow more than one non-"academic" External Expert to act on each Board of Advisors.

Boards of Studies are asked to indicate an External Expert's connection, if any, with the University of London when appointing him to a Panel. A period of three years should elapse before a former Teacher of the University of London is appointed as an External Expert.

- (2) An Internal Expert is defined as an expert who is an Appointed Teacher of the University and is qualified to give advice on the co-ordination of studies in the particular subject or group of subjects in the University as a whole.
- (3) The Academic Council considers that Expert members of Boards of Advisors, who may be known for their specialist expertise, should also have a broad knowledge of their main subject area.
- (4) Visiting Professors at a School or Institute of the University should not be appointed as either Internal or External Experts on a Panel.
- (5) Experts may serve as members of Panels up to the age of 65 years, provided that any retired persons appointed to serve are known to be still active in their academic fields.
- (6) There is no objection to the re-appointment of any member of a Panel of Internal or External Experts, who is still eligible.

Boards of Studies or Special Advisory Committees wishing to make appointments which are not in accordance with the above guidelines must submit a reasoned case to the Academic Council for consideration.

Your Board/Committee is now requested to appoint to each Panel:

- (a) No fewer than four External Experts in your subject for the period 1984/87;
- (b) No fewer than three Internal Experts in your subject for the period 1984/87.

I should be grateful if you would let me have your nominations during the course of the Easter Term if possible, but in any case by 31 May 1984. I will then write to the Experts inviting them to serve.

Yours sincerely



G F Roberts (Mrs)
Academic Registrar

To: Chairmen of Boards of Studies

cc Secretaries