

Professional Review Panel Member: Job Description

Overall Summary

Professional Review Panel Members are appointed by the Institute of Hospitality for their expertise in the field of education and training and led by the Chair of the panel. Panel members are appointed for an initial period of three years. The panel is supported by the Institute of Hospitality Accreditation and Endorsement Manager. The role of the panel is to evaluate accreditation and endorsement applications and:

- To undertake a detailed assessment of the application for accreditation or endorsement and the supporting material to determine if the application meets the criteria as defined in the relevant guidelines.
- To make recommendations to the Institute on the outcomes of the application for accreditation / endorsement and registration.
- To advise the applicant, where considered appropriate, on the nature of the application and any recommendations that the panel believe will enhance and improve the application.

Ethical guidance

- To act in a professional manner in respect of all aspects of work undertaken.
- To make all decisions without fear or favour.
- To make all judgements based on objective criteria in accordance with the evidence presented.
- To treat all applications in an appropriately confidential manner.
- To state any potential conflicts of interest that may arise in respect of individual applications.
- To withdraw from any decision process for any application with which the individual is directly associated.
- To attend panel meetings as required.

Person Specification

Panel members should normally:

- Be a Fellow of the Institute of Hospitality.
- Have substantial experience across all levels of academic programmes in the field of hospitality, leisure, tourism, events, and related fields, both in the UK and overseas.
- Have recent and relevant appropriate academic experience.
- Have experience of quality assurance, accreditation, and evaluation processes in an academic environment.
- Hold or have recently held Senior Lecturer or a higher grade.

Fees

Fees are specific to the role of a panel member and are paid on successful completion of the contracted work or tasks by the stated deadline. All claims for fees and expenses should be made within one month of completion. No separate fee will be paid for attending meetings relating to the work as this is included in the overall fee for the contracted work.