

## Higher Education Appeal Panel Member (Voluntary)

### Role Profile

Organisation:  
University of Bath

Location:  
Hybrid - University of Bath Campus (Claverton Down, Bath) and remote with periodic requirement to attend in-person and remote training for the role.

Position type:  
Voluntary

Hours:  
Dependent on the number of cases received but approximately 1-3 days per year for casework (actual hearing plus pre-reading/preparation) and an additional approximate 3 days per year for training (in-person and remote).

Salary:  
N/A

#### The role:

We are looking to form a pool of skilful appeal hearers, from which panels of three can be drawn to consider individual cases. Voluntary appeal panel members may also be called upon to determine whether a student appeal submission meets the criteria to be considered by an appeal panel.

A voluntary appeal panel member is an individual who is required to give careful consideration to individual student appeals based on the evidence given at the hearing and prior written submissions. You will contribute equally to the decision-making along with the other panel members (a panel is comprised of 3 panel members).

Voluntary panels hear appeals from students against decisions made under the University Student Discipline, Fitness to Study, Fitness to Practise and Student Complaints policies and are an important part of our procedures to ensure the decisions made are fair, consistent, timely and improve the student experience. The appeals panel may be used in relation to other policies where it is appropriate and reasonable to do so

#### Skills and knowledge:

A voluntary appeal member will have the following knowledge and skills:

- Effective communication skills, particularly listening and questioning skills
- Acting with discretion when considering confidential and sensitive information
- Working effectively as part of a team, contributing to discussions, including negotiating differing views

- Considering sources of info and make a fair, reasonable and balanced judgement based on the information presented
- Reviewing and analyse information
- Listening with an objective and open mind to the points of view of others
- Interpreting and applying statutory legislation

### Key tasks:

A voluntary appeal member will be expected to carry out the following tasks:

- Considering student appeal submissions to determine if they meet the criteria to be considered by an appeal panel.
- Attending in-person, remote or hybrid appeal hearings either on University campus or online.
- Reading papers and reports in preparation for panel meetings and thinking about the type of questions you might like to ask at the appeal.
- Preparing and asking appropriate questions on issues during the appeal
- Objectively assessing the evidence and information provided at appeal hearings to form views and opinions
- Working to the Office of the Independent Adjudicator (OIA) [Good Practice Framework for Handling Complaints and Academic Appeals](#)
- Dealing with confidential and sensitive information as well as challenging and difficult issues