**Knowledge Exchange Concordat Evaluation Panel Application Form**

The deadline for submitting applications is **23:59 on** **Friday 22 January 2021**.

Shortlisting will take place during the week commencing **Monday 25 January 2021**.

Candidates will be informed about the outcome of their application by **Friday 5 February 2021**.

**Applications should be emailed to** [**Helena.Franklin@universitiesuk.ac.uk**](mailto:Helena.Franklin@universitiesuk.ac.uk) **before Friday 22 January 2021.**

We are seeking to appoint a diverse range of evaluators to provide a range of feedback to institutions. Evaluators will be formed into groups to evaluate institutional knowledge exchange action plans that combine relevant experience, experience outside of higher education and those who are new to the sector. Effective partnerships are a vital part of successful knowledge exchange and we are seeking to emulate this partnership in the evaluation process.

We welcome applications from:

* Colleagues who are experienced in knowledge exchange in higher education including senior level, leadership and strategic experience.
* Colleagues who have significant operational experience of knowledge exchange in higher educations
* Colleagues who are from partner organisations (such as business, public sector, charity/volunteer sector or local government/national organisations) who have an interest in or experience of knowledge exchange partnerships with higher education providers
* Early career staff or staff who are new to the higher education sector, especially those from diverse backgrounds who may not have significant experience but can still contribute to the evaluation process and use this as an opportunity for personal growth and development

Please indicate from the following options whether this application is:

**(A)** a self-nomination

**(B)** a nomination for another individual

**If (A), please only complete the self-nomination form (pages 3-5).**

**If (B), please only complete the nomination form (pages 6-8).**

|  |  |
| --- | --- |
| **Unique Identification Number**  (For KE concordat admin use only) |  |

1. **Self-Nomination Form:**

**Please complete all fields.**

**Nominee details**

|  |  |
| --- | --- |
| Name of organisation |  |
| Title |  |
| Name |  |
| Role |  |
| Email address |  |
| Telephone |  |

**This application is seconded by:**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Role |  |
| Email address |  |
| Relationship to applicant |  |

Please do not include personal information that can be used to identify you. We will be following a blind recruitment process and so will be recruiting based on your knowledge and skills.

You should remove references to your:

* name/title
* organisation of employment name(s)
* age
* gender
* nationality or immigration status

**Expectations**

*The expectations of evaluation panel members are laid out in the published Expectations of Evaluators document on the KE concordat portal. Please read through this document thoroughly before submitting this application.*

**Please confirm that you understand what is expected of you as a member of the KE concordat evaluation panel:**

I confirm

**Reason for application**

Please provide details of why you are applying for the role of evaluation panel member for the KE concordat. Nominees may refer to the following, if applicable:

* knowledge exchange experience including leadership and strategic experience as well as implementation and operational experience both within higher education and in partnership with higher education
* background and primary industry or discipline
* employment experience from outside the higher education sector
* experience of working in partnership with higher education including business, public sector, voluntary/charity sector or local government as examples
* knowledge of, and experience of working in partnership with different institutional types in, the Knowledge Exchange Framework (KEF) clusters [[https://re.ukri.org/sector-guidance/publications/kef-metrics-cluster-analysis-hei/](about:blank)]
* experience in evaluation or interest in developing their career in knowledge exchange

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| --- |
| **Max limit: 750 words** |

**Declaration**

**Has this application has been approved for submission:**

Yes

Nomination forms should be emailed to [Helena.Franklin@universitiesuk.ac.uk](mailto:Helena.Franklin@universitiesuk.ac.uk) for consideration by the Operational Group and the evaluation panel chair.

**(B) Nomination Form**

**Please complete all fields.**

**Nominating organisation details**

|  |  |
| --- | --- |
| Name of nominating organisation |  |
| Name |  |
| Role |  |
| Email address |  |
| Telephone |  |

**Please confirm that the nominee has given consent for this nomination:**

I confirm

**Nominee details**

|  |  |
| --- | --- |
| Name of organisation |  |
| Title |  |
| Name |  |
| Role |  |
| Email address |  |
| Telephone |  |

Please do not include personal information that can be used to identify you. We will be following a blind recruitment process and so will be recruiting based on your knowledge and skills.

You should remove references to your:

* name/title
* organisation of employment name(s)
* age
* gender
* nationality or immigration status

**Expectations**

*The expectations of evaluation panel members are laid out in the published Expectations of Evaluators document on the KE concordat portal. Please ensure that you, the nominating body, and the nominee read through this document thoroughly before submitting this application.*

**Please confirm that the nominee understands what is expected of them as a member of the KE concordat evaluation panel:**

I confirm

**Reason for nomination:**

Please provide details of why you are nominating this candidate for this role and why the nominee should be considered. If applicable, nominators may refer to the nominee’s:

* knowledge exchange experience including leadership and strategic experience as well as implementation and operational experience both within higher education and in partnership with higher education
* background and primary industry or discipline
* employment experience from outside the higher education sector
* experience of working in partnership with higher education including business, public sector, voluntary/charity sector or local government as examples
* knowledge of, and experience of working in partnership with different institutional types in, the Knowledge Exchange Framework (KEF) clusters [[https://re.ukri.org/sector-guidance/publications/kef-metrics-cluster-analysis-hei/](about:blank)]
* experience in evaluation or interest in developing their career in knowledge exchange

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| **Max limit: 750 words** |

**Equality, Diversity & Inclusion**

Please explain how you have considered equality, diversity and inclusion in making your nomination and any relevant processes followed.

You may wish to comment on, if applicable:

* the equality, diversity and inclusion policies at your organisation and the way in which they have been considered in making your decision to nominate
* information on any individuals at your organisation who provided support for your nomination
* details of how your organisation has approached nominating or encouraging staff to self-nominate to become members of the KE concordat evaluation panel

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| --- |
| **Max limit: 250 words** |

**Declaration**

**Has this application has been approved by the nominee for submission:**

Yes

Nomination forms should be emailed to [Helena.Franklin@universitiesuk.ac.uk](mailto:Helena.Franklin@universitiesuk.ac.uk) for consideration by the Operational Group and the evaluation panel chair.