**Section to be completed by institution:**

**Institution:**

**Programme/subject area:**

**Name of new teaching staff member:**

**Role appointed to:**

**Date of appointment:**

**Number of staff in teaching team:**

**Documents attached:**

**CV**

**Person specification**

**used in recruitment**

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**Programme specification**

**Brief note of person’s role within the teaching team:**

**Section to be completed by Academic Reviewer:**

**Name of Academic Reviewer:**

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**Please provide your comments on the following questions:**

Are the qualifications and experience of the new teaching staff appropriate for the level at which they will be teaching?

Are these consistent with teaching an OU award?

Beyond the partner institution’s standard induction for new staff, do you have any suggestions for areas for potential staff development?

**In order to ensure that the University complies with data protection laws, please securely destroy/delete any copies of staff CVs once you have finished with them**