

Academic Accreditation Assessor

Volunteer Role Descriptor

1. Introduction

The role of the Assessors is to ensure that the output of an academic programme within a marine discipline (engineering, science or technology) meets the standards laid down by IMarEST while at the same time spreading good practice. An accreditation assessment involves studying documents provided by the department, making a visit to the department, and preparing a report for the Professional Affairs and Education Committee (PAEC).

2. What you will be doing

The Accreditation Assessor volunteering process is threefold:

Desk-based review

You will conduct a desk-based review of all submitted evidence by the university department that is seeking accreditation for its courses. This will typically take place 6-8 weeks prior to visiting the university department and is intended to highlight any additional areas of evidence that will need to be requested before, or discussed during, the accreditation visit.

Visits

You will visit the university department you are accrediting/reaccrediting. Visits take place at a time agreed with the Department. It is usually in term time to facilitate discussions with a representative group of students and academics. A visit to the University or college takes place over two days. Our assessors will visit universities and colleges all over the world.

Each team has a Lead Assessor who is responsible for chairing the visit (more information on Lead Assessor's role below). The team will normally comprise of two Assessors, including the Lead Assessor. At least one Assessor will be an academic and another will be from industry.

Assessment reports

Following the visit, the Assessors will report their findings to IMarEST. The report will be sent to the Department for comment on any factual inaccuracies after approval. The completed accreditation report will be considered by the PAEC and a decision on whether to accredit will be made. The department will be notified of the outcome at the earliest opportunity.

3. About you

You will be:

- holding professional registration (ideally Chartered) and be a current Member or Fellow (we accept applicants with professional registration across the three registration disciplines such as CEng/CMarEng, CSci/CMarSci and CMarTech)
- representing either an academic viewpoint or an academic one
- experience in Quality Assurance is beneficial
- Industrialist assessors are expected to have knowledge and experience of the higher education sector

4. How you will benefit

There are many benefits to volunteering as an Accreditation Assessor, including:

- put assessor skills into practice
 - enhance communication and leadership skills
 - opportunities for networking with Accreditation Assessor colleagues
 - contributes to own CPD activity
 - supporting the global profession
- Increase understanding of the development of higher education courses

5. Time Commitment

We ask that our assessors undertake at least one visit per year in order to maintain continuous knowledge and practice of the role, with some assessors choosing to take on more.

The average time commitment of each review is approximately five to seven hours (in total), plus two days for the visit and travel to and from the location.

On occasion, you may also be asked to join a meeting of the PAEC to present the report from the accreditation review you conducted – up to 3hrs.

6. Period of appointment

Assessors are expected to serve a minimum of three years in the role. Subject to retraining, possible reappointment for another three years, if appropriate

7. How to Apply

Please visit our [volunteering pages](#) on the IMarEST website and complete the application form provided.

8. Induction and Training

You will receive comprehensive training as part of your onboarding for this role. This will include initial training as well as more in-depth training for how to assess Accreditation applications against the standards appropriate for each discipline, including AHEP4 for Engineering programmes and the IMarEST's Learning Outcomes for Science and Technology programmes as well as softer skills such as giving constructive feedback to help facilitate accreditation visits.

It is expected for our assessors to complete re-training every 3 years.

Supplementary:

Update training will be provided at least every three years. Other standard volunteer training, eg GDPR training, DEI and code of conduct compliance, will be required.

9. Further Information

Expenses for the activities:

Travel and subsistence expenses are reimbursed in line with the IMarEST's expenses policy. Any expenses must be agreed in advance and claimed back using IMarEST's expenses policy.

Is this role location specific?	No – we actively encourage volunteers from all locations
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Closing date	TBD
Number of roles available	50

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