



AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

BOARD OF EXAMINERS (BoE) SELECTION POLICY

The Council is responsible for appointing members of the Board of Examiners, on recommendation by the Board of Examiners. The Board of Examiners will endorse the recommendation of the Selection Committee who make their recommendation generally by consensus based on the selection criteria.

BoE members are appointed for a term of three years and are eligible for automatic re-appointment for a further two terms. BoE members may resign from the BoE or may be removed by the BoE or Council.

Selection Committee

The BoE Selection Committee is made up of the Chief Examiner, Assistant Chief Examiner (Examinations) and Assistant Chief Examiner (Training)

Selection Criteria for Membership of the BoE

Required:

- Past experience as an examiner for the College;
- Enthusiasm and willingness to contribute to BoE activities - available for Board of Examiner duties for an average of two to three hours per week and attendance during examination week.

Desirable within the BoE as a group:

- i. representation from a wide breadth of subject backgrounds and working experiences
- ii. skills and knowledge in assessment practice and advanced training
- iii. a mixture of Members and Fellows, but a predominance of Fellows
- iv. representation from New Zealand
- v. gender representation.

Selection Procedure

1. A formal call for nominations is made.
2. The Selection Committee considers the list of applicants, applies the selection criteria and generates a short list of preferred applicants.
3. Short list candidates are interviewed.
4. The Selection Committee consults with the College office to obtain their views on the shortlisted applicants.
5. The Selection Committee determines their preferred applicant.
6. If consensus cannot be reached on the preferred applicant, a summary of their consideration, together with information about all the candidates' applications and interviews, is circulated to the BoE and the College office for comment. The Selection Committee shall reach a consensus, taking into account the comments received.
7. If consensus cannot be reached, the BoE are asked to vote. A 2/3 majority vote is required.
8. The selected applicant's application form and interview notes are circulated to the BoE and College Office along with information as to how the selection criteria were applied. The BoE is asked to comment on the suitability of the selected applicant and to endorse the selected applicant.
9. If BoE endorse the choice of applicant, the Chief Examiner presents the BoE's recommendation with justifications to the Council for ratification.
10. The selected applicant is invited to the Board of Examiners by the Chief Examiner.
11. Unsuccessful candidates who were judged to be suitable for the Board are asked if they wish to maintain their name on a list to be specifically notified when a future call for nominations is made.