

## **SPECIAL REVIEW OF A MEMBER INSTITUTION**

- (1) The matter shall be referred to the Institutional Membership Committee by the Council of the College.
- (2) The Institutional Membership Committee shall initiate consultation with the Member Institution to identify further the problem and canvass strategies to resolve the issue.
- (3) Depending on the nature of the problem strategies may include:
  - (a) an “out-of-turn” external moderation;
  - (b) a consultancy from outside the College;
  - (c) the appointment of a mentor from within the College;
  - (d) assistance from a College committee.
- (4) A plan of action shall be negotiated with the Member Institution which must include an agreed deadline.
- (5) The Institutional Membership Committee shall verify that the agreed action has been completed satisfactorily.
- (6) The Institutional Membership Committee shall report to the Council of the College.
- (7) In the event of the Member Institution’s failing to carry out the agreed action or failing to participate in the process then:
  - (a) the Institutional Membership Committee shall request the Council of the College to place the Member Institution on probation;
  - (b) the steps outlined in (2) – (5) above shall be repeated;
  - (c) should the Member Institution again fail to carry out the agreed action or participate in the process, the Institutional Membership Committee shall request the Council of the College to re-categorise the Member Institution as a Provisional Member;
  - (d) such Provisional Membership status shall remain in place for two years;
  - (e) an external moderation shall take place before re-instatement as a Full Member.