

PROCEDURE FOR THE SELECTION OF REVIEWERS/ EXPERTS

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1. INTRODUCTION

This document has the aim of establishing the procedure and criteria to select the reviewers participating in ACPUA's evaluation programmes.

The criterion to select the reviewers described herein are inspired by the Standards and Guidelines for Quality Assurance in the EHEA (ESG) developed by the European Association for Quality Assurance in Higher Education (ENQA) and the Principles for the Selection of Experts agreed by the European Consortium for Accreditation (ECA) and are detailed in the documentation corresponding to each evaluation process published on ACPUA's website (acpua.aragon.es).

2. ONLINE POOL OF EXPERTS OF ACPUA

ACPUA has an [online pool of experts](#) on a website platform of public access and permanently open where candidates may their CVs. In accordance with the provisions of Organic Law 15/1999, of 13 December, on Personal Data Protection, the candidates registered at the online pool of experts have the right to access, rectify, cancel and oppose which may be exercised by addressing the email address acpua@aragon.es or by writing to the Aragón Agency for Quality Assurance and Strategic Foresight in Higher Education. Moreover, the data file of said online pool of experts is registered at the Spanish Data Protection Agency.

Furthermore, ACPUA has signed collaboration agreements with ANECA and other agencies to foster the exchange of reviewers. The conditions of this exchange are governed by that set force in the agreement.

3. GENERAL CRITERIA

When composing the panels, the following criteria shall be considered:

- Gender parity: Efforts will be made to ensure the similar presence of men and women.
- Territorial origin: The panels shall be made-up, if possible, by experts from different Autonomous Communities.
- Institutional representation: The panels shall be made up, if possible, by scholars from different universities.

4. SELECTION CRITERIA & REQUIREMENTS

4.1 Degree Evaluation Programmes (accreditation follow-up and renewal)

Academic staff:

- Main professional activity developed outside Aragón.
- Train part of the university's teaching and research staff with indefinite contractual relationship.
- At least two five-year periods or equivalent seniority.
- Regarding the research activity, the academic staff must have at least one six-year period or equivalent research activity.
- Prior assignment of any individual management position within the university.
- Knowledge and experience in one or more of the following processes:

- ./ Design and management of university degrees.
- ./ Evaluation of the quality of the degrees, institutions, teaching staff, or the quality assurance systems (QAS).
- ./ Design and implementation of quality assurance systems at the university or in other fields.
- ./ Innovation projects and implementation of new educational models related to the EEES.
- ./ Experience in other activities related to the quality of Higher Education.
- The participation of experts in the evaluation process of the teaching activity implemented by its university shall be valued, based on the criteria of the DOCENTIA programme, having obtained an excellent assessment or similar in said evaluation.

Professional Reviewer:

- Vast experience in the teachings subject to evaluation.
- Knowledge and experience in evaluation processes of the Spanish university system.

Expert in university quality management:

- Agency or technical unit expert in university quality.
- Knowledge and experience in:
 - ./ Evaluation of the quality of the degrees, institutions, teaching staff, or the quality assurance systems.
 - ./ Design and evaluation of quality assurance systems.

International expert:

- Must meet the criteria established for the profiles of academic reviewer, and/or professional and/or expert reviewer in university quality management.
- Knowledge of the Spanish university system.
- Language competence and communication skills in the country's official language.

University students:

- Students who at the time of their incorporation to one of the evaluation committees are in university degrees, masters or doctorate programmes.
- Experience in quality assurance and evaluation processes.
- To take part in the evaluation of:
 - ./ Degrees or masters they must:
 - Have coursed and passed, at least, 120 degree credits.
 - Be enrolled in a Master programme.
 - ./ Doctorate they must:
 - Be enrolled in a Doctorate programme.
- It will be possible, in some cases, to extend the condition of student reviewer, up to two calendar years after the completion of the studies.
- Experience as student representative shall be valued.

4.2 Research activity evaluation programmes (evaluation of six-year periods, evaluation of University Research Institutes, evaluation of research projects)

Research staff:

- Main professional activity developed outside Aragón.
- Research staff of the university with indefinite contractual relationship or research professors at the Sociological Centre of Scientific Research (CSIC).
- Must have at least three six-year periods or equivalent research activity.
- Knowledge and experience in one or more of the following processes (depending on the evaluation programme in which he/she will take part):
 - ./ Participation as reviewer in the evaluation of six-year periods of the national committee for the assessment of the research action, CNEAI.
 - ./ Participation in evaluation processes of the Spanish National Agency for Assessment and Forecasting ANEP (evaluation of research projects, evaluation of research university institutes, IUIs).
 - ./ Experience in management positions related to the research activity (Management teams of IUIs, former research vice-rector, etc.).

International expert:

- Researcher of renowned prestige.
- Knowledge on the Spanish Science, Technology and Innovation System.
- Language competence and communication skills in Spanish.

Professional experts

For institutional evaluation programmes, like for example, university research institute programmes, renowned professional experts with experience in managing institutions and research bodies may be selected.

5. CANDIDATES SELECTION PROCEDURE

After having verified that the experts registered in the online pool of experts fulfil the specific criteria of the corresponding process, the resulting list of candidates shall be analysed by the Evaluation, Certification and Accreditation Committee of ACPUA which, considering the above mentioned general criteria, shall draft a list of tenured and alternate reviewers.

ACPUA shall contact the candidates proposed by the Evaluation, Certification and Accreditation Committee to know their availability and confirm their participation in the process.

After the acceptance and signature of ACPUA's Code of Ethics by the reviewers selected, the Director of the Agency shall proceed to their appointment.

6. TRAINING OF REVIEWERS

ACPUA shall provide the necessary means to duly train its reviewers.

7. REVIEWERS' EVALUATION

Once the evaluation process has terminated, the reviewer's performance shall be assessed by the Agency.

This assessment shall be considered in the meta-evaluation of the evaluation process.