

REVIEWER SELECTION PROCEDURE

(Approved by the Evaluation, Certification and Accreditation Committee, CECA, on 17 July 2020)

1. INTRODUCTION

The aim of this document is to establish the procedure and criteria for selecting reviewers to participate in the various Aragon Agency for Quality Assurance and Strategic Foresight in Higher Education (ACPUA) evaluation programmes.

These criteria for selecting reviewers are based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area (EHEA) published by the European Association for Quality Assurance in Higher Education (ENQA) and the Principles for the Selection of Experts approved by the European Consortium for Accreditation (ECA), as detailed in the pertinent documentation for each evaluation process on the ACPUA website (<https://acpua.aragon.es>).

ESG 2.4

Standard:

External quality assurance should be carried out by groups of external experts that include (a) student member(s).

In order to ensure the value and consistency of the work of the experts, they

- must be carefully selected;
- must have appropriate skills and be competent to perform their work;
- must be provided with the appropriate training.

The Agency must ensure the independence of the experts by implementing a mechanism that guarantees there are no conflicts of interest.

The involvement of international experts in external quality assurance, for example as members of evaluation panels, is desirable since this it adds a further dimension to the development and implementation of the processes.

2. ACPUA POOL OF REVIEWERS

ACPUA has a pool of reviewers on a publicly accessible, permanently open web platform where reviewer candidates can register, and where they can become part of the pool. Via this platform, candidates can also add all the information they deem relevant (including their CV) so that this is taken into consideration by the Evaluation, Certification and Accreditation Committee (CECA) at ACPUA during the reviewer selection procedure.

Privacy policy for the Agency's Pool of Reviewers:

- **Data Controller:** Aragon Agency for Quality Assurance and Strategic Foresight in Higher Education (ACPUA)
- **Purpose:** Your personal data will be processed for the purpose of your considering you as a candidate for an external reviewer for ACPUA.
- **Legal Basis:** Processing is necessary for the performance of a task carried out in the public interest.
- **Recipients:** ACPUA has signed collaboration agreements with ANECA and other agencies to facilitate the exchange of reviewers. These exchanges are governed by the provisions of each agreement, always in compliance with the regulations in force on personal data protection and requesting express permission from the participant.
- **Rights:** You can exercise your rights to access, correction, erasure and portability of your data as well as the restriction and opposition of it being processed in compliance with the provisions of Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights.

3. GENERAL CRITERIA FOR CREATING THE EVALUATION BODY, EVALUATION COMMITTEES, EVALUATION COMMISSIONS AND EVALUATION PANELS.

The following criteria will be taken into account when selecting expert reviewers for the Agency's evaluation bodies, committees and commissions, as well as panels of experts who also participate in evaluations:

- **Gender balance:** care is to be taken to ensure a similar proportion of men and women.
- **Geographical origin:** reviewers who participate in the Aragon University System evaluation processes will carry out their professional activity in a

different area. Care is to be taken to ensure diversity in geographical origin. Experts from Aragonese universities will only be available in the case of processes undertaken by agreement/contract with institutions outside the Aragon University System. Likewise, when ACPUA evaluates for a foreign country, it will endeavour to include experts from that country.

- **International participation:** An international expert reviewer will be included in the Agency's bodies, committees and commissions and, whenever possible, in evaluation panels.
- **Participation of external shareholders:** An external shareholder will be included in the Agency's bodies, committees and commissions and, whenever possible, in evaluation panels.
- **Student participation:** A student will always be included in the Agency's bodies, committees and commissions and evaluation panels (with the logical exception of processes of evaluation of research and evaluation of individuals).

4. SPECIFIC CRITERIA

All experts must be included in the “ACPUA Pool of Reviewers”.

4.1 Academic reviewer

Requirements:

- To belong to university civil servant teaching staff or to be an associate professor. Private university teaching staff must belong to the research staff and be accredited.
- To have no professional ties with the universities in the Aragon University System, except in the case of evaluation processes performed outside of said system.
- To have a minimum of 1 five-year period (or equivalent seniority) and 1 six-year period of research.

Other merits:

- Teaching experience.
- Prior experience in a university one-person management position.
- Knowledge of and experience in the design and management of university degrees.
- Experience in external evaluations of study plans/programmes or institutions.

- Knowledge of and experience in the design and implementation of higher education quality assurance systems.
- Knowledge of and experience in the evaluation of institutional follow-up or accreditation.
- Experience in processes of verification, follow-up and/or renewal of degree accreditation.

4.2 International expert

Requirements:

- To have no professional ties with the universities in the Aragon University System, except in the case of evaluation processes performed outside of said system.
- Linguistic competence and fluency in Spanish.

Other merits:

- Teaching experience.
- Prior experience in a university one-person management position.
- Knowledge of and experience in the design and management of university degrees.
- Experience in external evaluations of study plans/programmes or institutions.
- Knowledge of and experience in the design and implementation of higher education quality assurance systems.
- Knowledge of and experience in the evaluation of institutional follow-up or accreditation.
- Experience in processes of verification, follow-up and/or renewal of degree accreditation.
- Knowledge of the Aragonese university system and of the current regulations on both a national and regional level that refer to the evaluation of university degrees.

4.3 External stakeholder

Requirements:

- At least 4 years of professional experience.
- Main professional activity undertaken outside the scope of the Aragon University System, with the exception of evaluation processes conducted outside of the system in question.

Other merits:

- Experience in the Agency's functions and objectives.
- A university degree with national validity or from an officially recognised university.

4.4 Student

Requirements:

- To be studying for an undergraduate, master's or doctoral degree or have completed their studies within the past three years.
- To not be undertaking their studies or to have completed their studies in any of the universities in the Aragon University System, except in the case of evaluation processes performed out of said system.

Other merits:

- Experience in higher education evaluation processes.
- Experience in higher education improvement processes.

4.4 Researcher

Requirements:

- Main professional activity undertaken outside Aragon, with the exception of evaluation processes conducted outside of the Aragon University System.
- University research staff with a contract or researchers from the CSIC or other research bodies.
- A minimum of 2 six-year periods or equivalent research activity.

Other merits:

- Knowledge of and experience in one or more of the following processes (depending on the evaluation programme in which the reviewer will participate):
 - Participation as a reviewer in the evaluation of six-year periods.
 - Participation in evaluation processes in international, national or autonomous community evaluation agencies or bodies.
 - Experience in management positions related to research activity (University Research Institution Management Teams, former Vice Chancellor for Research, ...)

5. CANDIDATE SELECTION PROCEDURE

The documentation for each evaluation process (published on the Agency's website) clearly defines the type of reviewer profile required. The Agency chooses experts registered in the Pool of Reviewers that meet the criteria in the profile specified. In the event that there are no experts for a particular profile registered in the Pool of Reviewers, ACPUA may advertise the selection process through civil service job offers already published, or similar procedures, or through signing collaboration agreements that include exchanging reviewers (always in accordance with regulations in force on the protection of personal data).

A shortlist of experts is analysed by the ACPUA Evaluation, Certification and Accreditation Commission which, based on the general criteria outlined above, issues a proposal for experts to be appointed as members of a particular body, committee, commission or panel.

ACPUA will contact the candidates proposed by the Certification and Accreditation Commission to enquire as to their availability and to be able to create the corresponding panel as per the general criteria explained in section 3 of this document.

After the expert reviewers selected have accepted and signed the ACPUA Code of Ethics, the Director of the Agency will proceed to appoint them.

6. TRAINING OF REVIEWERS

ACPUA will always provide the necessary training for all expert reviewers, members of bodies, committees, commissions and panels, adapting it to suit the characteristics of their participation. The training offered is therefore personalised and always depends on the specific profile of each reviewer and on the evaluation process in which he or she will be participating. Depending on the reviewers' profile and experience, different training activities will be set up, ranging from general training to specific training for each process. Training will preferably be carried out online and always prior to the evaluation activity.

7. EVALUATION OF REVIEWERS

In compliance with section 8.4 of the ISO 9001:2015 standard referring to the “control of externally provided products and services”, once the evaluation process has been completed, a performance review will be conducted of ACPUA expert reviewers who participate in evaluation processes. This assessment will be carried out by the technical secretary of the panel, commission, sub-commission or committee and, where applicable, the ACPUA Evaluation, Certification and Accreditation Commission analysing the following aspects of service provision: ability to collaborate in a multidisciplinary team, adherence to deadlines, technical competence and the level of quality of deliverables.

This evaluation will be taken into consideration in the meta-evaluation of the evaluation process.

Process of creation and reviewing of this procedure:

Version nº	Date	Changes made
0	27/01/2014	Document approved by the CECA
1	17/07/2020	Information included on stakeholders and international experts. Format and Agency's logo updated.