



# SELECTION AND APPOINTMENT OF EVALUATORS

DIRECTORATE FOR EVALUATION AND ACCREDITATION  
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## 1. INTRODUCTION

This document provides the criteria and procedure established by the Directorate for Evaluation and Accreditation (DEVA) on the selection and appointment of the evaluators participating in evaluation programmes.

**The Standards and Guidelines for Quality Assurance in the European Higher Education Area established 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), are taken into account in the selection process**

## 2. GENERAL SELECTION CRITERIA

The general common criteria established by DEVA for the process of selection and appointment of evaluators are:

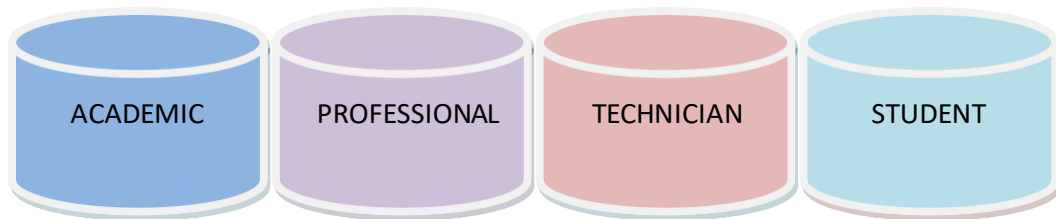
Eligibility	Territorial representation	Independence and conflict of interest	Availability and responsibility	Gender
Balanced representation of all the different academic fields, experts in their field of knowledge	Evaluators preferably external to the Autonomous Community	Independence of evaluators and identification and resolution of any possible conflict of interest	Availability of evaluators to participate in the process and responsibility for conducting the activities assigned	Aiming to ensure gender balanced representation

In addition to the above-mentioned criteria, the commissions are composed taking into account other criteria established in each DEVA Area, concerning specialist fields diversity within each academic field and eligibility of the selected evaluators with regard to the academic fields. The number of evaluators, commissions and their members depends on the number of applications received in each Area Programme. The commissions are composed of academic experts (national and international), and professional, technician and student members.



### 3. SPECIFIC SELECTION CRITERIA

The evaluators participating in DEVA procedures belong to four different evaluation groups.



#### 3.1 EVALUATION OF R+D+I PROGRAMMES

President

- Research staff.
- Recognition of at least three six-year research periods by CNEAI, or accreditation of the equivalent merits, in accordance with the criteria provided by CNEAI in the corresponding Area, in case of impossibility to apply for research activity evaluation by CNEAI.
- Accredited experience in project management and evaluation
- External to the Andalusian public and private research and technological development institutions, except in the case of commissions for the follow-up and evaluation of R+D+I activities and projects results

Collaborator

- Research staff.
- Recognition of at least two six-year research periods by CNEAI, or accreditation of the equivalent merits, in accordance with the criteria provided by CNEAI in the corresponding Area, in case of impossibility to apply for research activity evaluation by CNEAI.
- Extensive scientific experience in the academic field related to the application assigned for review.

Remote expert

- Research staff.
- Extensive scientific experience in the academic field related to the application assigned for review.
- External to the Andalusian public and private research and technological development institutions.



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## 3.2 EVALUATION OF OTHER PROGRAMMES <sup>1</sup>

### President

- Academic staff, university professor.
- Recognition of at least two five-year research periods.
- Recognition of at least three six-year research periods by CNEAI (National Evaluation Commission for Research Activity), or accreditation of the equivalent merits, in accordance with the criteria provided by CNEAI in the corresponding Area, in case of impossibility to apply for research activity evaluation by CNEAI, and a balanced performance in research (six-year periods) and teaching (five-year periods) activities.
- Experience in management.
- Experience in evaluation.

### Academic member

- Academic staff, university professor or associate professor.
- Recognition of at least one six-year research period by CNEAI (National Commission for Research Activity Evaluation), or accreditation of the equivalent merits, in accordance with the criteria provided by CNEAI in the corresponding Area, in case of impossibility to apply for research activity evaluation by CNEAI, and a balanced performance in research (six-years periods) and teaching (five-year periods) activities.
- Experience in management
- Experience in evaluation

### Professional member

- Renowned and extensive proven experience in the corresponding commission ´s academic field.

### Technical member

- Experience in Higher Education quality assurance evaluation processes.
- Renowned experience in quality assurance systems implementation.

### Student member

- Enrolled in a Bachelor, Master or Doctorate University Degree.
- Priority will be given to students with experience in university quality assurance evaluation processes and experience as members of degrees quality assurance commissions at their centres, or collaboration in some evaluation procedures.

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<sup>1</sup> These specific criteria do not apply in the case of assessment using the European approach



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## 4. SELECTION PROCESS

DEVA has a permanently available bank of experts on its website where candidates can submit their CVs. In order to guarantee the candidates' publicity and eligibility, evaluators will be selected among the profiles registered in this Database, which has been created for this purpose.

In accordance with the provisions in Organic Law 3/2018, December, 5th, on Data Protection and Guarantee of Digital Rights, the candidates included in the bank of experts may exercise their rights of access, rectification, suppression and opposition through written notification to the Andalusian Agency of Knowledge Directorate for Evaluation and Accreditation at: C/ Doña Berenguela s/n. Building Vial Norte. 3rd Floor, 14006 Córdoba.

An active search for evaluators will be carried out on an annual basis to enrich the bank of evaluators. This process will involve sending information in this regard to the highest possible number of Spanish and European scientific and academic institutions, requesting expressions of interest by all potential evaluator candidates meeting the above-mentioned specific selection criteria.

Additionally, when most of the members of a programme evaluation commission are renewed, a specific promotion will be carried out to obtain a higher number of expressions of interest by potential candidates.

Candidates are selected from this database in accordance with their profile and the specific evaluation programme for which they might be required.

The selection of candidates will be carried out by a selection commission composed of a Technical Collaborator coordinating the area's activity and two AAC-DEVA's technical specialists, approved by the AAC's Director for Evaluation and Accreditation.

DEVA will contact the proposed candidates to confirm their availability and participation in the process.

After confirming their participation, evaluators will sign their appointment, which entails accepting the AAC's Ethical Code, ensuring, among other aspects, confidentiality on the documentation provided by applicants (person/entity) and the evaluation outcomes.

The evaluators will be appointed by the Director for Evaluation and Accreditation, after proposal by the corresponding Area Coordinator. This appointment will include information on the selection profile.

In order to participate as an evaluator or member of an evaluation commission it is necessary to attend a training course session on the programme in which the appointee is due to collaborate.

Where applicable, the commissions composition will be published in BOJA (Official Regional Gazette) and it will be published also on DEVA website, in order to ensure information transparency, in accordance with legislation into force on Data Protection



#### **4.1 SELECTION OF REVIEW PANEL FOR JOINT DEGREES EVALUATION ACCORDING TO THE EUROPEAN APPROACH**

With regard to the reviews of international joint degrees using the European Approach for Quality Assurance of International Joint Programmes coordinated by DEVA, the selection of the review panel is conducted for this purpose, and it is coordinated with the agencies based at the countries involved. DEVA will conduct the selection among the candidates registered at the Database for technical collaborators, including Andalusian experts, avoiding possible conflicts of interest in participation, according to the different criteria established for the different profiles represented within the commission. The selection of experts might be completed with the candidates proposed by the external Agencies, with regard to the profile requested by DEVA.

The selection of experts will be carried out by a commission composed of the technical collaborator coordinating the activity in the International Relations Area, the technical collaborator coordinating the activity in the Area for University Evaluation and Accreditation and an AAC-DEVA's technician, and it will be remitted for approval to the AAC's Director of Evaluation and Accreditation.

DEVA will contact the proposed candidates to confirm their availability and participation in the process.

After confirming their participation, evaluators will sign their appointment, which entails accepting the AAC's Ethical Code, ensuring, among other aspects, confidentiality on the documentation provided by applicants (person/entity) and the evaluation outcomes.

The evaluators will be appointed by the Director of Evaluation and Accreditation, after proposal by the corresponding Area Coordinator. This appointment will include information on the selection profile.

#### **5. COMMISSIONS RENEWAL**

The commissions renewal will be every three years, in case of research and teaching programmes, and every four years in case of university programmes excepting if the European Approach is used. All the commission members will not be renewed at the same time, therefore, renewal will be gradually organised.

#### **6. RECUSAL OF EVALUATION COMMISSIONS**

In accordance with the provisions in Law 40/2015, October, 1 October, articles 23 and 24, on Regulations in Public Administration, all evaluators are subject to the established abstention and recusal rules.

#### **7. FOLLOW-UP AND REVIEW**

In order to improve and assess work quality performance, DEVA's staff and technical collaborators will review the work performed by the experts and commissions members. This review will be taken into account for the renewal and assessment of the commissions members involved in each area.





## 8. TOOLS AND FORMATS

Common documents for managing the selection process:

- Call for the selection Commission.
- Submission and CVs of the proposed candidates for selection.
- Selection minutes.
- Report signed by the Director of Evaluation and Accreditation.

Common documents for managing the selection process:

- Written proposal as programme evaluator.
- File or CV of the technical collaborator selected as evaluator.
- Document on appointment and acceptance by the technical collaborator as evaluator, appropriate to the characteristics of each programme and the Code of Ethics acceptance.
- The Andalusian Agency of Knowledge ´s Code of Ethics.
- Settlement-receipt and travel management forms.

### **ANNEX I. CHANGES INCLUDED IN THE DOCUMENT**

- Inclusion of section 4.1. on the selection of the review panel for joint degrees evaluation according to the European Approach.
- Inclusion of the information related to selection.
- Inclusive writing review.