

# PROFILES AND REQUIREMENTS FOR TAKING PART IN TEACHING STAFF, INSTITUTIONAL AND APPEAL ASSESSMENT PROCESSES

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## PROFILES

One of the basic principles on which the [European Standards and Guidelines](#) are based is transparency in the appointment of external experts in quality assurance processes.

In order to guarantee the value and coherence of the work of experts, AQU Catalunya ensures that they are selected according to strict criteria, and specifically that:

- > they have the appropriate skills and are competent to perform their task;
- > they receive the appropriate training and/or instructions; and
- > they are independent and have no conflicts of interest.

The presence of international experts will be encouraged in the assessment of programmes, institutions and research at Department level.

Regardless of the committee on which they sit, **all of AQU Catalunya's external experts** are required to have:

- > Availability to participate in and take on the specific activities of the committees responsibly.
- > Knowledge and acceptance of the reference framework for each project.

- > Commitment to adhere to the principles of action, the values and the code of ethics of AQU Catalunya; the standards and guidelines for quality assurance in the European Higher Education Area; and the information security and quality policy of AQU Catalunya.

Experts can be selected to serve on the review and assessment committees, or the specific committees, or as assessors on the review and assessment committees.

The review and assessment committees are stable bodies, with members appointed for four-year renewable terms.

The specific committees are bodies that are created specifically to deal with individual assessment projects. The composition of these bodies in terms of number of members and diversity of profiles will depend on each project. Thus, with regard to the external assessment committees, they may be made up of academic staff, professionals, methodology specialists and students, whose overall profile guarantees the right academic and/or professional knowledge of the discipline to be assessed in order to ensure that the assessments are consistent. In these cases, universities have the opportunity to inform AQU Catalunya if any of the members have a conflict of interest in carrying out the assessment.

## CRITERIA FOR THE SELECTION OF EXTERNAL EXPERTS

Generally speaking, the following criteria have been established for the various assessor profiles:

### 1. Academic Profile

#### A. To take part in degree or institution assessment processes

There are two different types:

- > Members of the Institutional and Programme Assessment Committee and specific committees.
- > External assessors for the Institutional and Programme Assessment Committee.
- > Members of the specific assessment committees.

They must be teaching and research staff of acknowledged standing as PhD teaching staff. Holding the position of professor and experience in assessment or international projects will be valued.

It is desirable for candidates from the Spanish university system to have successfully completed two research activity assessments (sexennials) or to hold similar credentials.

They must have academic, institutional or management experience.

## B. To take part in teaching staff assessment process

There are two different types:

- > Members of the Research Assessment Committee and specific committees.
- > External assessors for the specific committees of the Research Assessment Committee.

### ***Members of the Research Assessment Committee and specific committees***

In accordance with current regulations,<sup>1</sup> the members of the Research Assessment Committee (CAR) and its specific committees must have one of these profiles:

1. be official or contracted full professors (CU, CC);
2. be official full or tenured assistant professors (TU, AGR);
3. be active research staff in Catalonia, in a similar category to the above;<sup>2</sup>
4. be academics of acknowledged international standing (or similar teaching and research staff member [PDI]).

They must have completed three or more research sexennials or have received the National Research Award, the Narcís Monturiol Medal for Scientific and Technological Merit, the Distinction of the Generalitat for the Promotion of University Research or another distinction of a similar or higher level, at the discretion of the Governing Board.

### ***External assessors for the Research Assessment Committee***

The requirements for assessors of the specific committees of the Research Assessment Committee are as follows:

Assessment	Assessor profile	Research sexennials <sup>3</sup>
Tenure-eligible lecturer reports	CU, CC, TU, AGR, Research Professor (CSIC), Research Scientist (CSIC), Tenured Scientist (CSIC), similar to PDI	Two or more

<sup>1</sup> Article 12.4 of Law 15/2015 of 21 July on the Agència per a la Qualitat del Sistema Universitari de Catalunya.

<sup>2</sup> In case of the Consejo Superior de Investigaciones Científicas (*Spanish System for Science, Technology* - CSIC) the categories are the following: Research Professor to Public Research Bodies (PRBs), Research Scientist and Tenured Scientist.

<sup>3</sup> Research sexennials or equivalent recognition, is applicable.

<b>Research accreditations</b>	CU, CC, TU, AGR, Research Professor (CSIC), Research Scientist (CSIC), Tenured Scientist (CSIC), similar to PDI	Three or more
<b>Advanced research accreditations</b>	CU, CC, Research Professor (CSIC), similar to PDI	Three or more
<b>Research sexennials</b>	CU, CC, Research Professor (CSIC), TU, AGR, ), Research Scientist (CSIC), Tenured Scientist (CSIC), similar to PDI	Three or more

Under exceptional circumstances where there is a lack of experts in fields of knowledge with a shortfall in specialists, the required number of sexennials may be lowered.

### C. To take part in the assessment processes of the Appeals Committee

The members of the Appeals Committee or external assessors may not have participated in the assessment of the record that is the subject of the appeal or have a conflict of interest, and value will be placed on previous experience in assessment processes.

There are two different types:

- > Members of the Appeals Committee.
- > External assessors for the Appeals Committee.

#### ***Members of the Appeals Committee***

As per current regulations,<sup>4</sup> the members of the Appeals Committee will be persons of academic, scientific or professional standing and technical competence, who do not belong to any other Agency committee.

They will meet the same requirements as the members of the Research Assessment Committee and specific committees.

#### ***External assessors for the Appeals Committee***

External assessors will have the following profiles:

- > For the assessment of teaching staff appeals: the same profile as assessors on the teaching assessment committees.

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<sup>4</sup> Article 16 of Law 15/2015 of 21 July on the Agència per a la Qualitat del Sistema Universitari de Catalunya.

- > For the assessment of degree appeals: the same profile as members of the assessment committees or specific committees.

## 2. Professional profile

They must be professionals of standing and preferably have at least five years' professional experience.

## 3. Student profile

They must be recent graduates, active master's or postgraduate students, or students in the final years of their bachelor's degree in the branch of knowledge or with knowledge of the field being assessed.

## 4. Profile for specialist methodology secretaries

They must work in a technical quality assurance unit, quality assurance agency or similar, and have proven knowledge and experience in quality assurance in higher education. They may also be academic staff who specialise in assessment methodology or who have taken part in a large number of assessments.

# GENERAL CRITERIA FOR THE COMPOSITION OF ASSESSMENT AND SPECIFIC COMMITTEES

For the composition of AQU Catalunya's committees, the Agency will work to:

- > Guarantee the varied geographical origin of its members within the Catalan university system. The participation of experts from public and private universities should also be taken into account.
- > Encourage the presence of experts from other university systems, both national and international.
- > Achieve gender parity, wherever possible.
- > Avoid conflicts of interest by establishing mechanisms such as:
  - in the case of the assessment committees and specific committees, members must abstain from debate and collective decision-making whenever there may be a conflict of interest.
  - in the case of external assessment committees for programmes and institutions, none of the members may be linked to the higher education institution involved;

- in the case of the assessment committees and specific committees, none of their members may be members of the external assessment committees, except in the case of pilot projects, where they may form part of the committee in order to consolidate and test the methodology.
  - in the exceptional event that any member of a specific assessment committee participates in an assessment committee, he or she will abstain from the decision-making processes of the specific assessment committee.
- > Ensure that, if an expert has already participated in AQU Catalunya assessments, his or her previous performance is taken into account.
  - > Guarantee correct training for the tasks in question.