

Procedure for the selection of experts to collaborate with Unibasq

(Approved by the Unibasq Advisory Board on 16 September 2021)

Index

1. Introduction and objectives
2. General criteria for the selection of experts
3. Recruitment
4. Selection and appointment of experts
5. Performance of the experts
6. Monitoring and evaluation of the experts

1. Introduction and objectives

The purpose of this document is to establish the procedure and criteria for the selection of the experts who participate in the review procedures of Unibasq- Agency for Quality of the Basque University System (hereinafter Unibasq).

2. General criteria for the selection of experts

The general criteria for the selection of experts described in this document are inspired by the *Standards and Guidelines for Quality Assurance in the European Higher Education Area (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 assessment process published on Unibasq website (www.unibasq.eus). They also consider the requirements for the selection of experts included in Act 13/2012, of 28 June, on Unibasq, and Decree 204/2013 of 16 April, approving the Statutes of Unibasq, which also establishes criteria and requirements for such selection.

The following general criteria shall be considered when selecting experts for the Agency's evaluation committees and commissions, as well as the panels of experts who also participate in the different review processes:

- *Prestige*: these must be persons of recognised prestige and experience in the area to be evaluated.
- *Independence*: they shall carry out their work with objectivity, rigour and independence of judgement and not as representatives of the group or institution of which they form part.
- *Gender parity*: in the election of the members of the agency's technical bodies, a balanced presence of women and men shall be promoted, ensuring a minimum presence of 40% of each sex.

- *Territorial origin:* it shall be ensured that the experts participating in review processes in the Basque University System (Sistema Universitario Vasco - SUV) carry out their professional activity outside the SUV, except in the case of review processes external to the SUV; nor may they have close academic links with the SUV that could call into question their independence. In the case of evaluation committees, most the experts must be external to the SUV universities.
- *International participation:* efforts will be made to include an international expert in the evaluation committees, commissions and panels.
- *External stakeholder participation:* efforts shall be made to include an external *stakeholder* in the committees, commissions and evaluation panels whenever possible.
- *Student participation:* a student will always be included in the committees and commissions of the agency and always in the evaluation panels (except, of course, in the research and staff evaluation processes).
- *Knowledge of the official languages of the Basque Country:* efforts will be made to incorporate experts with knowledge of the two official languages of the Basque Country in the evaluation committees, commissions and panels.
- *Rotation:* The allocation of experts in successive evaluation processes shall be governed by a rotation principle, whenever possible.

3. Recruitment

Unibasq will establish all the means at its disposal for the recruitment of academic staff, renowned professionals and students, both national and international, who can participate in evaluation tasks.

Possible sources for recruiting experts include the following: the Experts pool developed by the Agency for this purpose; proposals from the Advisory Board or other experts; proposals resulting from the exchange of authorised databases between national and international quality evaluation agencies; networks of international and national research, development and innovation academic activity evaluation agencies; and digital social and professional networks.

4. Selection and appointment of experts

The requirements and the type of expert profile needed to participate in each of the processes will be published on the Agency's website in an accessible manner.

When it is necessary to create a committee or commission to issue an assessment report and, once the fulfilment of the requirements has been verified, a selection of experts will be made, who will be appointed by the management at the proposal of the Unibasq Advisory Board, after the selected expert has accepted and signed the Unibasq Code of Ethics and Guarantees. In the case of students who participate in committees or commissions, those who have the appropriate profile and training to be appointed as experts will be proposed to the Basque University Student Advisory Council.

The persons serving on the Agency's Evaluation Committees shall be appointed for a period of three years, without the possibility of being reappointed until three years after, in the same evaluation programme. The composition of these Committees shall be published on the Agency's website, together with a brief curriculum vitae of each expert.

5. Performance of the experts

All persons who carry out evaluation processes for Unibasq carry out their work in their own name and with independence of judgement and not as representatives of the group or institution of which they form part. In evaluation committees, commissions and panels, they act as a collegiate body.

Experts must act in accordance with the Unibasq Code of Ethics and Guarantees, by signing the Annex "Acceptance of the code of ethics and declaration of confidentiality, impartiality and absence of conflict of interest".

If necessary, Unibasq will provide the necessary training to the experts so that they can carry out their work in accordance with the highest quality standards and criteria. The training offered to these persons shall be personalised and adjusted to the personal profile of each expert and the evaluation process in which he/she participates. Depending on the profile and experience of the experts, different training actions will be established, ranging from more general training to specific training for each process. The training will preferably be carried out online and always prior to the development of the activity.

6. Monitoring and evaluation of the experts

To apply continuous improvement criteria to the work carried out by both the experts and the Evaluation Committees of which they may be members, an evaluation of their performance will be carried out. On the one hand, the Agency's technical staff will evaluate the formal performance of the work of each expert. Likewise, the experts will be asked to carry out an evaluation of the process in which they have participated.