

INSTITUTIONAL EVALUATION PROGRAMME

Call for pool members

EUA's Institutional Evaluation Programme (IEP) is currently seeking eight to ten current or former rectors and vice-rectors/presidents and vice-presidents to join its pool of experts. To ensure appropriate geographic and gender balance within the pool, special attention will be given to female candidates and applicants from Sweden, Denmark, Italy, Germany, Estonia, Portugal, Romania, Poland, Kazakhstan, Czech Republic, Ireland, Turkey, and Republic of North Macedonia.

This document provides information about IEP, the role of pool members and the application process.

About IEP

IEP is an independent European-level quality assurance agency¹ offering higher education institutions the opportunity to take part in a comprehensive, improvement-oriented institutional evaluation conducted by a team of experienced higher education leaders. The evaluation process and the report delivered by the team aim to support universities in developing their institutional strategic leadership and capacity to manage change.

IEP is based on the following core characteristics:

- comprehensive evaluations, which take into account the institution's specific goals, objectives and profile, with emphasis on an inclusive self-evaluation process and institutional self-knowledge;
- an improvement-oriented approach, which actively supports the institution in fulfilling its mission, independent from governments or other such bodies and is not geared towards an accreditation or rankings;
- a European focus, which takes into account the framework of current developments in higher education, such as the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, 2015);
- a peer review approach, with international evaluation teams representing diversity in the field.

Since its establishment in 1994, IEP has carried out over [440 institutional evaluations](#) in Europe and worldwide and has completed coordinated evaluations (at national or regional level) in numerous European countries.

IEP pool and teams

The [IEP pool of experts](#) (and each IEP evaluation team) consists of rectors or vice-rectors (current or former), student members and senior higher education professionals acting as team coordinators. IEP

¹ IEP is listed on EQAR (the European Quality Assurance Register for Higher Education) and is a full member of ENQA (the European Association for Quality Assurance in Higher Education).

ensures appropriate balance in the pool (and each evaluation team) in terms of experience of pool members, country of origin, discipline, gender, etc.

Evaluation process

The timeline for evaluations in 2022-2023 is planned as follows²:

- September 2022: Annual Seminar for the IEP pool members.
- October 2022–February 2023: a self-evaluation phase of the evaluated institution. The teams will receive the self-evaluation report prepared by the institution.
- March–April 2023: a first site visit to the institution by the evaluation team.
- May–June 2023: a second site visit to the institution with an oral summary of the team's conclusions.
- July–August 2023: writing and finalising the evaluation report.

Evaluated institutions are encouraged to register for a follow-up evaluation carried out by IEP one to three years after the initial evaluation.

Responsibilities of pool members

IEP pool members are expected to take part in a two-day Annual Seminar, where they are provided with training on conducting evaluations, updates on current higher education trends and developments in quality assurance and have the opportunity to meet other members of their evaluation team. In 2022 the Annual Seminar will take place in September in Brussels, Belgium. Participation in the event each year is a pre-condition for joining the IEP pool and carrying out evaluations.

Depending on demand, pool members are asked to take part in one or two evaluations each year, although IEP cannot guarantee an opportunity will be available every year. Should the situation require, evaluations may take place partly or fully online. Preferences of pool members regarding workload are taken into account when allocating evaluations.

Each evaluation involves the following work:

- preparation: analysing the self-evaluation report and supporting materials, becoming familiar with the IEP Guidelines for teams and Guidelines for institutions;
- first site visit: two-day visit to the institution (excluding travel time);
- second site visit: three-day visit to the institution (excluding travel time), concluding in the delivery of an oral report including findings and recommendations that will be later incorporated in the written report (for institutions with under 3500 students the second site visit is two days; for follow-up evaluations there is one site visit of three days);
- written report: each team has a coordinator who drafts the report, which is completed and validated (via email exchange) by the whole team;

² This is the typical timeline for an evaluation process, however where possible IEP will accommodate requests from institutions for an evaluation with a different timeline.

- for follow-up evaluations: there is one site visit, lasting three days and concluding in the delivery of the oral report.

Practical and financial information

IEP covers the travel expenses of pool members for the evaluation visits and all expenses for the Annual Seminar. Evaluated institutions organise and cover the costs of accommodation, meals and local transportation including airport transfers for the teams during the visits.

Team members (other than the team coordinator) are not paid for their work. However, IEP reimburses all team members a flat sum of €220 for the first site visit and €330 for the second site visit (or the site visit for a follow-up evaluation) in order to cover sundry expenses that require no receipts.

Recruitment process

IEP is currently looking for eight to ten senior university leaders to join its pool of experts. Candidates should have the following profile:

- current or former rectors or vice-rectors/presidents or vice-presidents;
- current knowledge of European and international higher education trends based on evidence of activities in higher education;
- clear evidence of leadership abilities and interest in quality development;
- evaluation experience
- fluency in English.

When inviting applicants to join the IEP pool, the IEP steering committee will also take into account the need to maintain an appropriate geographic, gender and discipline balance within the IEP pool. It should also be noted that the age limit for all members of the IEP pool is 72 years of age.

Candidates interested in joining the pool should send their CV of no more than two pages in English and a [completed application form](#) by email to Mahmoud Qeshreh at info@iep-qaq.org by the deadline of 11 February 2022. The IEP Steering Committee will make a decision in March on inviting new pool members based on the CVs and the criteria of selection mentioned above.

Further information

Further information about IEP is available on its website www.iep-qaq.org. Should you have any questions regarding the Programme, the work of the IEP pool members or the application process, please contact Mahmoud Qeshreh in the IEP secretariat at info@iep-qaq.org.