

# Evaluation Panel Composition Criteria

## For

### Professional Education Programs at Bachelor and Master Level applicable in the year 2023 and later

Only the Japanese version of “Evaluation Panel Composition Criteria for Professional Education Programs at Bachelor and Master Level applicable in the year 2023 and later” is official. English translation is for informational purpose.

This document defines “Evaluation Panel Composition Criteria” as indicated in the “3.3 Composition of the Evaluation Panel and Motion to Adjust” from “Rules & Procedures for Evaluation and Accreditation (Accreditation Criteria vis-à-vis year 2019 and later)”. The Lead Evaluator, Sub-evaluator and Candidate for Evaluator as described in this document equivalently applies Chair of Evaluator Team, Evaluation Team Member and Observer (candidates for evaluator).

#### 1. Composition of Evaluation Panel

- (1) Assign one Chair of Evaluation Panel. The Deputy Chair of the Evaluation Panel, who assists the Chair of Evaluation Panel, may also be assigned.
- (2) The Evaluation Panel is composed of (1) as mentioned above and single or multiple evaluation teams as described in the Chapter 2 below.
- (3) One of the Lead Evaluator could concurrently serve as a Chair of the Evaluation Panel. One of the Lead Evaluator or Sub-evaluator may also concurrently serve as a deputy Chair of the Evaluation Panel. The Lead Evaluator serves Chair of the Evaluation Panel and the Sub-evaluator serves Deputy Chair of the Evaluation Panel if the Evaluation Panel is composed of single Evaluation Team.

#### 2. Composition of Evaluation Team

##### 2.1 In case of Evaluation Panel Composed of Multiple Evaluation Teams

- (1) An Evaluation Team is composed of one Lead Evaluator and generally one Sub-evaluator.
- (2) An Evaluation Team for College of Technology is composed of one Lead Evaluator and one Sub-evaluator who does not participate On-site Visit.
- (3) In principle, include those with practical experience in industry.
- (4) An Evaluation Team may include Candidate for Evaluator, if necessary.

##### 2.2 In the case of Evaluation Panel Composed of Single Evaluation Team

- (1) An Evaluation Team is composed of 1 Lead Evaluator and 2 to 4 Sub-evaluators.

However, the Team should be composed of 1 Lead Evaluator and 1 Sub-evaluator in the case of Interim or Show Cause Evaluation.

- (2) It is desirable to include individual who has served Lead Evaluator or Sub-evaluator in the previous evaluation for the case of Interim or Show Cause Evaluation.
- (3) In principle, include those with practical experience in industry.
- (4) May include Candidate for Evaluator, if necessary, excluding the case where the Evaluation is either Interim or Show Cause.
- (5) Number of Members except Candidate for Evaluator could be more or less based on the approval of Evaluation & Accreditation Coordination Committee if there is special reason such as evaluation contents, number of or scale of programs.

### 3. Qualification of Chair and Deputy Chair of Evaluation Panel

#### 3.1 Evaluation Panel Composed of Multiple Evaluation Teams

Should meet following (1) to (3) or recognized as eligible by the Evaluation & Accreditation Coordination Committee.

- (1) Should meet qualification of Lead Evaluator as described in the Chapter 4 below.
- (2) Must have previous experience of serving as a Chair of or Deputy Chair of Evaluation Panel which is composed of multiple Evaluation Teams, or have more than twice experience of serving as Lead Evaluator for New or Continuous Evaluation.
- (3) Must satisfy the requirement of elimination of conflict of interest as defined separately.

#### 3.2 Evaluation Panel Composed of Single Evaluation Team

Should meet following (1) to (3) or recognized as eligible by the Evaluation & Accreditation Coordination Committee.

- (1) Chair of Evaluation Panel should meet qualification of Lead Evaluator as described in the Chapter 4 below.
- (2) Deputy Chair of Evaluation Panel should meet qualification of Sub-evaluator as described in the Chapter 5 below.
- (3) Must satisfy the requirement of elimination of conflict of interest as defined separately.

### 4. Qualification of Lead Evaluator

Should meet following (1) to (4) or recognized as eligible by the Evaluation & Accreditation Coordination Committee.

- (1) Should meet qualification of Sub-evaluator as described in the Chapter 5 below.
- (2) Have experience of a Lead Evaluator or Sub-evaluation at the On-site Visit in immediate past 6-year.

- (3) It is desirable for the Lead Evaluator of Master Level program to have experience of the Lead Evaluator or the Sub-evaluator.
- (4) Must satisfy the requirement of elimination of conflict of interest as defined separately.

#### 5. Qualification of Sub-evaluator

Should meet following (1) to (10) or recognized as eligible by the Evaluation & Accreditation Coordination Committee.

- (1) Should be a member of one of JABEE Full Member Engineering Academic Societies or recognized as eligible by the applicable Engineering Academic Society.
- (2) Have appropriate professional abilities in the field of disciplines.
- (3) Knowledgeable about the applicable category of Accreditation and professional education in the Field of Accreditation and enthusiastic about its continuous improvement.
- (4) Be familiar with the contents of "Accreditation Criteria", "Criteria Guide for Accreditation", "Rules & Procedures for Evaluation and Accreditation", "Evaluation Guide", "Preparation Guide for Self-Review Report", and "Self-Review Report" for the category of accreditation.
- (5) Have analytical and communication abilities necessary for evaluator and fully aware of code of ethics.
- (6) Sufficiently motivated to serve as an Evaluator.
- (7) Have experienced in the actual evaluation process as a Candidate for Evaluator in New Evaluation or Continuous Evaluation. It is desirable to have experience of serving as Lead Evaluator, Sub-evaluator or Candidate for Evaluator in immediate past 6-year.
- (8) Have experience of serving as a Sub-evaluator in the evaluation and accreditation of Bachelor's Degree Programs other than an Interim Evaluation in principle for serving as a Sub-evaluator in the evaluation and accreditation of Master's Degree Programs.
- (9) Have experience of supervising the master's level programs in principle if the Sub-evaluator for the master's level programs is from the academia.
- (10) Must satisfy the requirement of elimination of conflict of interest as defined separately.

#### 6. Qualification of Candidate for Evaluator

Should meet following (1) to (7).

- (1) Should be a member of one of JABEE Full Member Engineering Academic Societies or recognized as eligible by the applicable Engineering Academic Society

- (2) Have appropriate professional abilities in the field of disciplines.
- (3) Knowledgeable about the applicable category of Accreditation and professional education in the Field of Accreditation and enthusiastic about its continuous improvement.
- (4) Understanding the contents of "Accreditation Criteria", "Criteria Guide for Accreditation", "Rules & Procedures for Evaluation and Accreditation", "Evaluation Guide", "Preparation Guide for Self-Review Report", and "Self-Review Report" for the category of accreditation.
- (5) Have analytical and communication abilities necessary for evaluator and fully aware of code of ethics as a Candidate for Evaluator.
- (6) Sufficiently motivated to be an Evaluator and received appropriate training either through attending the seminar implemented by JABEE to grant the qualification to be an Evaluator including e-learning session or evaluation workshop hosted by the JABEE Full Member Engineering Academic Societies approved by JABEE.
- (7) Must satisfy the requirement of elimination of conflict of interest as defined separately.

## Appendix: Elimination of Conflict of Interest for the Composition of Evaluation Panel

An individual may not be a part of Evaluation Panel designated by applicable item if applied to any one of items mentioned as follows.

- 1 ) An individual who has conflict of interest with the program to be evaluated by the evaluation panel including current faculty, ex-faculty, professor emeritus, lecturer currently teaching any of courses in the program or the graduates of the program, may not involve as a member of the evaluation panel
- 2 ) Current chairman, board member or the president of the university or the post-secondary institution such as national academy may not involve as a member of Evaluation Panel for any of the program.
- 3 ) Current chairman, board member or the president of the college of Institute of Technology including National Institute of Technology may not involve as a member of Evaluation Panel for any of the program.
- 4 ) Person in charge of JABEE Matter and the Person in charge of the Program of whose program is under evaluation of applicable academic year may not involve with any of the program as a Chair of Evaluation Panel, Deputy Chair of Evaluation Panel or the Lead Evaluator.

Those of whom may have possibility to violate conflict of interest other than items as mentioned above shall immediately report to the Evaluation Team Dispatching Organization which requested to serve as an evaluator or the JABEE secretariat. The Evaluation Team Dispatching Organization which requested to serve as an evaluator or the JABEE secretariat consider whether the proposed issue constitute a conflict of interest and make judgement on whether to assign the individual as a member of Evaluation Panel.