

# **JABEE Standard for Formation of Evaluation Team**

Professional Education Programs at Bachelor Level

Applicable in the year 2014-

(Revised as at 10 July 2015)

This document defines “Standard for Formation of the Evaluation Team” as mentioned in “3.3 Form of the Evaluation Team and Claim for Change” of “Rules & Procedures for Evaluation and Accreditation”.

## **1. Formation of the Evaluation Team**

- (1) The evaluation Team shall be, in principle, formed of one chair and two to four evaluators. However, in case of Interim Evaluation or Show Cause Evaluation, the Evaluation Team shall be formed of one chair and one evaluator.
- (2) The evaluation Team shall, in principle, include evaluators having practical experience.
- (3) The evaluation Team shall include the chair or a member of the previous evaluation team in case of Interim or Show Cause Evaluation.
- (4) The evaluation Team may include observers to the evaluation team if necessary. However, “candidates who will become evaluators (refer 3.3 of “Rules & Procedures for Evaluation and Accreditation”)” shall not be, in principle, included in case of Interim or Show Cause Evaluation.
- (5) The number of the evaluation team member could be increased or decreased based on the approval of the Evaluation & Accreditation Coordination Committee if evaluation of multiple programs are implemented in the same educational institution at the same time.

## **2. Qualification of Chair of Evaluation Team**

- (1) The chair shall satisfy the qualifications of evaluator as mentioned in 3 as follows.
- (2) The chair shall have experience of being evaluator or chair of the evaluation team, in principle, in the past five years.

## **3. Qualification of Evaluator**

- (1) An evaluator shall be, in principle, a member of the JABEE full member society.
- (2) An evaluator shall be, in principle, elder than 40 years old and shall have appropriate knowledge and abilities related to applicable field.

- (3) An evaluator shall be familiar with professional education in an applicable field at bachelor level and shall be eager for continuous improvement.
- (4) An evaluator shall have a good knowledge of “Accreditation Criteria”, “Criteria Guide”, “Rules & Procedures for Evaluation and Accreditation”, “Evaluation Guide”, “Preparation Guide for Self-review Report” and “Self-review Report” of Programs at Bachelor Level.
- (5) An evaluator shall have enough ability of analysis and communication and shall be fully aware of the Evaluators Code of Ethics.
- (6) An evaluator shall have positive attitude toward being an evaluator and shall appropriately participate in training seminars held by JABEE or in training sessions hosted by JABEE Full Member Societies, which are approved by JABEE.
- (7) An evaluator shall have, in principle, prior experience of being an observer of New Evaluation, Continuous Evaluation or Evaluation by Changes more than once. It is also preferred that examination team member has been a chair, an evaluator or an observer of an evaluation team in the past five years.

**4. Qualification of Observer (in case for candidates who will become evaluators)**

- (1) A candidate shall be, in principle, a member of the JABEE full member society.
- (2) A candidate shall have appropriate knowledge and abilities related to applicable field.
- (3) A candidate shall be familiar with professional education in an applicable field at bachelor level and shall be eager for continuous improvement.
- (4) A candidate shall understand “Accreditation Criteria”, “Criteria Guide”, “Rules & Procedures for Evaluation and Accreditation”, “Evaluation Guide”, “Preparation Guide for Self-review Report” and “Self-review Report” of Programs at Bachelor Level.
- (5) A candidate shall have ability of analysis and communication required to be an evaluator and shall be fully aware of the Evaluators Code of Ethics.
- (6) A candidate shall have positive attitude to be an evaluator and shall appropriately participate in training seminars held by JABEE or in training sessions hosted by JABEE Full Member Societies, which are approved by JABEE.