

Resolution of the
24th General Assembly of the
HRK
on April 24, 2018,
in Mannheim

**Binding Guidelines for the
Appointment of University Faculty
Members to Review Panels
pursuant to Art. 3(3) of the
State Treaty on the
Accreditation of Study
Programs**

HRK German Rectors' Conference

The Voice of Higher Education

Leipziger Platz 11
10117 Berlin

Tel.: 030 206292-0
Fax: 030 206292-15

post@hrk.de
www.hrk.de

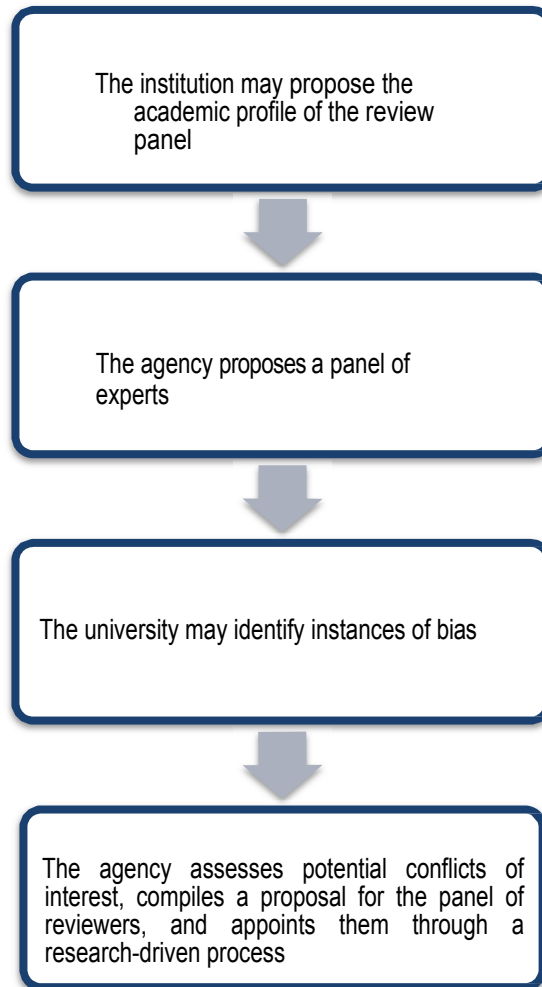
Ahrstraße 39
D-53175 Bonn

Tel.: 0228/887-0
Fax: 0228/887-110

post@hrk.de
www.hrk.de

Program Accreditation Process¹

1. Nomination Process



The agency proposes a panel of experts for the process, drawing on its existing pool of experts as needed. It obtains further recommendations for suitable candidates by consulting state rectors' conferences, academic societies, faculty and departmental councils, higher education networks focused on teaching and learning, or the Standing Commission on Teaching and Learning of the German Rectors' Conference.

The agency has sole authority to select the reviewers. It is responsible for ensuring that reviewers are selected in an appropriate, academically driven manner, for example by establishing an appropriate internal committee.

⁽¹⁾ This also includes alternative accreditation procedures comparable to the program accreditation procedure, provided the institution carries them out with the support of an agency.

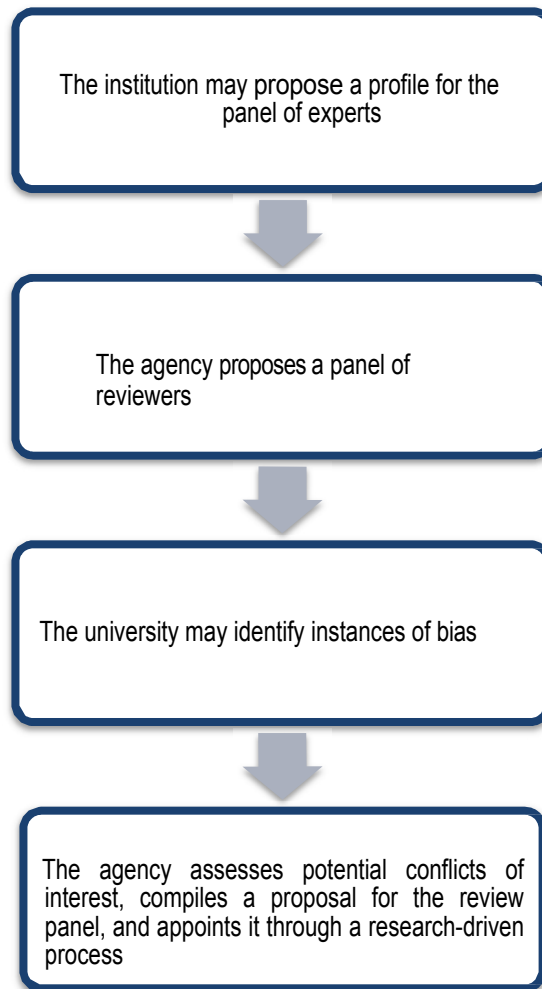
2. Selection criteria for university faculty members

Academic representatives must possess the expertise to evaluate degree programs from a subject-specific and academic perspective. It is important to note that they

1. are actively involved in the academic community of their discipline and therefore possess subject-specific expertise in the field of the degree program to be accredited and, if possible, in related fields as well;
2. have experience in the development, organization, implementation, and monitoring of degree programs;
3. are committed to the further development of higher education;
4. be able to demonstrate, if possible, that they have promoted teaching beyond their own field of expertise;
5. Have experience with the type of institution at which the program is offered;
6. Have previously participated in accreditation procedures, if applicable (experienced evaluators / newcomers);
7. ensure broad representation of the discipline;
8. Demonstrate diversity characteristics (age, regional distribution, international representatives, gender, etc.).

System Accreditation Procedure²

1. Nomination Process



The agency proposes a panel of experts for the process, drawing on its existing pool of experts as needed. It obtains further recommendations for suitable candidates by consulting state rectors' conferences, academic societies, faculty and departmental councils, higher education networks focused on teaching and learning, or the Standing Commission on Teaching and Learning of the German Rectors' Conference.

The agency has sole authority to select the reviewers. It is responsible for ensuring an appropriate, research-driven selection of reviewers, for example by establishing an appropriate internal committee.

² This also includes alternative accreditation procedures comparable to the system accreditation procedure, provided the institution carries them out with the support of an agency.

2. Selection criteria for university faculty members

Academic representatives must be able to assess the effectiveness of internal university quality management systems.

Therefore, in addition to their subject-specific and scientific expertise, researchers should

1. have experience in the field of university governance and internal quality assurance, or
2. have experience in the development, organization, implementation, and monitoring of degree programs, or
3. have already participated in accreditation procedures (reviewers experienced with institutional accreditation / newcomers to this type of accreditation);
4. have experience with the type of higher education institution;
5. ensure broad representation of academic disciplines;
6. demonstrate diversity characteristics (age, regional distribution, international representatives, gender, etc.).