

Evaluation of the External Review Process of Higher Education Institutions

Code 1:1 - Evaluation of Team Member

Introduction:

Within the framework of its internal quality assurance systems, the National Authority for Quality Assurance and Accreditation of Education (NAQAAE) seeks to evaluate all its activities. This includes visits, reviewer's performance and reports. NAQAAE has prepared a set of evaluation forms to gather and analyze feedback in order to continuously develop and improve performance.

Organization Name (College/Institution):	
University / Academy:	
Type and date of review:	
Review Team:	1. (Leader) 2. 3. 4. 5.
Name of the Faculty Coordinator	

Instructions for completing the form

1. This form is completed by the team leader.
2. Your ratings on each of the evaluation elements relating to the performance of the review team member are determined using the following scale:

Fully applicable: All elements of the item are realized

Applicable in most situations: Most of the components of the item are realized

Not applicable in most situations: Most elements of the item are not realized

Not applicable: All elements of the item are not realized

3.If an element is evaluated (not applicable at all), the reasons for that should be stated in the section entitled "Additional Comments / Justifications".

#	Assessment element	Scale			
		Fully applicable 4	Applicable in most situations 3	Not applicable in most situations 2	Never applicable 1
1.	Has leadership qualities (can be promoted as a team leader in future reviews)				
2.	Commitment to university traditions and proper appearance				
3.	Commitment to attend all visiting days				
4.	Commitment to specific role in the team and time frame for each task				
5.	Dealing respectfully with team members, the institution and the place of residence				
6.	Not conducting him/herself as an inspector				
7.	Controlling reactions to negative and positive practices (emotional equilibrium).				
8.	Being careful not to copy any documents belonging to the institution except for necessity and to see them on campus only.				
9.	Being careful not to provide any impressions on the recommendation of the panel.				
10.	Respect for neutrality in decisions evaluations				
11.	Cooperation with team members throughout the process up to report writing				
12.	Maintain the confidentiality of the institution's information				
13.	Report finished and sent on time				
14.	The report was comprehensive and was prepared using NAQAAE templates				
15.	Accuracy in reporting numbers and data in the report according to the basic data provided by the organization				
16.	The terms used are clear and conclusive				
17.	The report is evidence based, providing sufficient data, facts, and evidence,				

	documenting the points that need improvement				
18.	The report has no internal contradictions				
19.	The report is written in a way that reflects the nature of the institution and its practices				
20.	The suggestions for improvement address points that need to be improved				
21.	Participated in reviewing the final report and making positive feedback				

Additional comments / justifications

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Name of the evaluated team member:

Name of the Team Leader:

Signature:

Date: