

TERMS OF REFERENCE (ToR) FOR INTERNATIONAL EVALUATORS

Overall objectives:

To increase international participation in the Turkish Higher Education Quality Council (THEQC) -Institutional External Evaluation and Accreditation Program evaluators' pool.

Location: Ankara, Turkey (online mode)

Timing and Duration:

Date of issue: September 10, 2020

Closing date: October 10, 2020

International Evaluators who meet qualifications are invited to submit an updated CV and an intention letter outlining their previous experience in higher education quality assurance field and interest in the presented call. Documents should be sent via email to yokak@yokak.gov.tr with the subject "*Application Call for International Evaluators – NAME SURNAME-*". Any requests for inquiries or clarification on ToR should be sent by email to dilekavsaroglu@yokak.gov.tr putting in CC aslihanasir@hotmail.com

Background:

The Institutional External Evaluation and Accreditation Program organized by THEQC aims to evaluate the quality assurance, learning and teaching, research and development, service to society and governance systems of higher education institutions (HEIs) within the scope of the [Institutional External Evaluation and Accreditation Criteria](#) of THEQC. Higher education institutions are required to take part in the Program at least once every five years.

HEIs annually submit their self-evaluation reports as part of the Program. In every calendar year, the HEIs that will be included in the program are identified, and the evaluation teams that will carry out the evaluation process are assigned by THEQC from the evaluator pool.

Throughout the Program, the team pays one pre-visit and one site visit to the evaluated institution. Due to the Covid-19 pandemic and social distancing requirements, THEQC adopted a blended site visit program, which includes online meetings and one-day site visit. Following the visits, each evaluation team prepares an Institutional Feedback Report, which will be publicly shared on the official website of THEQC as well as the HEI.

For further information on THEQC - Institutional External Evaluation and Accreditation Program, please visit our official website: www.yokak.gov.tr

Purpose of Assignment:

The purpose of the assignment for an international evaluator is to actively participate in evaluation teams and be prepared for all tasks as a team member. The tasks of the evaluation teams are defined by the [Institutional External Evaluation Directive](#) and detailed in [Institutional External Evaluation and Accreditation Guide](#) of THEQC.

Estimated Level of Effort:

International evaluators are expected to attend the annual evaluators' training of THEQC, which will be carried out in English. Evaluators who do not attend the training will not be assigned in the teams of that calendar year. Other expectations are to participate in all of the pre-meetings among the team members, to attend all the site-visits (both online and face-to-face) and to take part in the preparation of Institutional Feedback Reports.

Expectations from International Evaluators:

The international evaluator is expected to meet the following:

1. Having complete knowledge of THEQC's evaluation criteria and guidelines;
2. Having sufficient information about the HEI that they will evaluate through self-evaluation report and its evidence;
3. Providing active participation in the evaluation team activities.

Requirements for International Evaluators

1. Having minimum 10 years of experience in HEIs,
2. Enrollment in an undergraduate or graduate program in a higher education institution (for students).
3. Having experience in his/her national and/or international institutional external evaluation and accreditation processes (preferably),
4. Having experience in online meeting tools and collaboration technologies.
5. Excellent written and oral communication skills in English, Turkish communication skills will be a distinct advantage.
6. Being familiar with the Turkish higher education system, having experience about external QA mechanisms and having conducted evaluations in line with ESG-2015¹ specifications will be an asset.

¹ Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)
<https://enqa.eu/index.php/home/esg/>