

Call for candidates for members of the ENQA Agency Review Committee (2023-2025)

ENQA is opening a call for candidates for members of the ENQA Agency Review Committee. This represents an excellent opportunity for quality assurance professionals to contribute to the work of the Association by helping to ensure the quality and consistency of the agency review process.

Introduction

The ENQA Agency Review Committee (ARC) is a body that deals with the internal quality assurance of ENQA Agency Reviews, as stipulated in article 34 of the association's [Statutes](#). One of the key tasks of this body is to scrutinise the review reports of quality assurance agencies to verify that they meet ENQA's quality standards and contain the all the necessary evidence to decide on ESG compliance; and to support the ENQA Secretariat in the analysis of the review process to implement a continuous PDCA cycle for these reviews. The ARC's composition, mandate and operation are defined in articles 24-26 of the [Rules of Procedure](#).

The body, with its current composition of six experts, was endorsed by the ENQA General Assembly on 22 April 2021, following the appointment by the ENQA Board. The body was appointed for the period of two years (until April 2023).

ENQA is now looking for new members of the ARC for the period from April 2023 to April 2025. Article 25 of ENQA Rules of Procedures states that the existing members of the Committee can serve up to two terms of two years, while at the same time at least two members of the Committee shall be replaced every two years to ensure rotation and continuity. Therefore, among the six open positions, up to four may be filled by existing members of the ARC (should they apply), whereas at least two positions are open for new candidates.

Members of the Committee are expected to be appointed by the Board at their meeting in March 2023, following a proposal by the Director based applications received through this call. The Director's proposal for the composition of the Committee shall follow the requirements as set in Article 24 of ENQA Rules of Procedure (see also section 'Required profile'). In the proposal, one of the candidates will be proposed as Chair of the Committee.

The Committee's composition will then be endorsed by the General Assembly in April 2023. The newly appointed members of the Committee shall serve two years, renewable once.

Responsibilities

In accordance with Article 26 of ENQA Rules of Procedure, the Committee:

- Scrutinises the external review reports after the reports are finalised by the review panels. For this purpose, the Committee produces a statement validating that the report has been produced in accordance with the Guidelines for ENQA Agency Reviews and noting any areas where the Committee disagrees with the findings of the review panel. The Committee statement is published on the ENQA website as an annex to the review report;
- Approves the composition of ENQA review panels once the panels are composed by the Secretariat;
- Proposes topics for thematic analyses to the ENQA Board.

The work of the ARC is coordinated by its Chair. The Chair is responsible for:

- Ensuring coherence and consistency in the work of the body;
- Chairing all meetings of the ARC;

- Representing the body internally at the annual meetings with the Board; and externally at occasional meetings, seminars and events related to quality assurance of ENQA Agency Reviews.

Profile

The ARC is composed so that the Committee as a whole meets the criteria. Candidates for the ARC are expected to fulfil at least one (but preferably more) of the following criteria:

- Experience of ENQA Agency Reviews gained by having served on a review panel;
- A current or former position held within an ENQA member agency with a broad overview of the agency's functioning;
- International experience in external quality assurance gained by being involved in international activities;
- At least five years' experience in external quality assurance in an ENQA member agency.

The Chair of the Committee will:

- Be one of the existing members of the body;
- Hold extensive knowledge, and experience in the work of the Agency Review Committee;
- Hold senior leadership experience in managing a team, since the Chair chairs all meetings of the Committee;
- Have an excellent command of English.

The Chair will be supported in its work by the ENQA Head of Agency reviews and the Secretariat.

Candidates should specify in their motivation letter whether they wish to be considered for the role of the Committee's Chair.

Workload and expenses

The Committee usually meets 5-7 times per year, out of which usually two meetings are held in person (organised back-to-back to ENQA's statutory events), whereas the rest of the meetings are held online. Each meeting is c. three hours.

In advance of each meeting, each ARC member is required to scrutinise agency review reports to check they have been produced in line with ENQA's guidelines, that there is sufficient evidence and analysis to come to a decision on the agency's compliance with the individual standards of ESG Parts 2 and 3, and that the conclusions of the panel are consistent. On average, each committee member is expected to scrutinise eight review reports per year.

Being a member of the ARC, including the ARC Chair, is an voluntary position in principle. Nevertheless, ENQA will remunerate the scrutiny of review reports (300 EUR/report) and participation in the Committee's meetings (100 EUR/meeting). Travel to meetings and other direct expenses related to this, are also reimbursed according to ENQA's reimbursement rules.

Selection procedure

The ENQA Director shall make a proposal for the Committee's composition for appointment by the ENQA Board at their meeting in March 2023. The ENQA General Assembly will also be asked to endorse the Committee composition at their meeting in April 2023. The new Committee will be operational after the General Assembly meeting.

Submission of applications

Please submit a short motivation letter and your CV to the ENQA Head of Agency Reviews by e-mail: goran.dakovic@enqa.eu.

Should you have any questions about the call, please use the contact e-mail above. All inquiries and applications will be handled confidentially.

The closing date for applications is 17 February 2023.