



# Rules and Procedures on Accreditation Evaluators of Engineering Education Accreditation

## **CEEAA**

No. 30, Xueyuan Road, Haidian District

Beijing 100083

Phone: 86-10-66093183

Email: [ceea@cast.org.cn](mailto:ceea@cast.org.cn)

Website: <http://www.ceea.org.cn>

## TABLE OF CONTENTS

GENERAL PROVISIONS .....	3
Chapter I Program evaluators .....	3
Chapter II Recommendation of program evaluators .....	3
Chapter III Training of program evaluators .....	6
Chapter IV Assignment of program evaluators.....	7
Chapter V Management of program evaluators .....	8
Chapter VI Disciplinary supervision .....	11

## **GENERAL PROVISIONS**

According to the relevant requirements of China Engineering Education Accreditation Association (CEEAA), we formulate the following rules and procedures, in order to standardize the recommendation, training, evaluation, and management of engineering education program evaluators.

### **Chapter I Program evaluators**

Program evaluators are specialized personnel appointed by CEEAA and the Program Accreditation Sub-committees to carry out engineering education accreditation. The evaluators are academic experts and industry experts in relevant industries of corresponding engineering fields. They should complete the training of CEEAA, are familiar with the accreditation criteria and procedures, and are competent to conduct on-site visit/virtual review and document review.

### **Chapter II Recommendation of program evaluators**

#### **2.1 Qualification standards**

Program evaluators shall normally meet the following qualification standards:

(1) Have rich experience in front-line teaching, teaching management or engineering technology practice, be familiar with the training rules of engineering talents, the development and progresses of science, technology and engineering of their programs, know well the needs of the industry and employers for knowledge, ability, and attributes of engineering talents, and

have profound work, organizational and communication abilities.

(2) Academic evaluators in the education field are generally with senior professional titles and rich teaching or teaching management experience; industry evaluators shall be in-service or newly retired engineering technicians of enterprises in relevant industries. According to work needs, they can also be engineering education program evaluators from abroad.

(3) Be enthusiastic about engineering education reform and students training, be willing to participate in engineering education accreditation and be able to assume all responsibilities expected of program evaluators, abide by the accreditation disciplines, be able to participate in accreditation as required, and be younger than 65 years old (preferably outstanding young and middle-aged experts).

## **2.2 Recommendation procedures**

Industry organizations, relevant committees, relevant institutions and individuals can recommend engineering education program evaluators that meet the qualification standards to the CEEAA Secretariat as follows:

(1) Recommendation by industry organizations, relevant committees. Members of CEEAA, Program Accreditation Sub-committees, relevant industry organizations, professional societies, and teaching advisory board involved in engineering education accreditation can recommend program evaluators to the CEEAA Secretariat. Industry and enterprise experts are preferably recommended.

(2) Recommendation by institutions. Institutions that have participated in

or seek for engineering education accreditation can recommend program evaluators to the CEEAA Secretariat. Program directors who have participated in accreditation, deans and presidents in charge of teaching are preferably.

(3) Recommendation by the team chair. Generally, the chair of the on-site review team can recommend up to two evaluators each year.

(4) Self-recommendation. Program evaluators from institutions, industry or enterprises who voluntarily participate in engineering education accreditation and meet the qualifications standards can make a self-recommendation with the consent of their employers.

According to the principle of interest avoidance, personnel engaged in industries related to the institutions (companies engaged in the development of teaching management software, education and teaching information consulting, training or equipment manufacturing, etc.) shall not be recommended as program evaluators.

The recommended program evaluators and the recommender shall fill in relevant forms and make relevant commitments, and with the approval of their employers, submit the properly signed and sealed version thereof to the CEEAA Secretariat.

Among the experts come from recommendation, the CEEAA Secretariat, together with the program accreditation sub-committees, will confirm the qualifications of program evaluators candidates, comprehensively consider their personal conditions, program evaluator structure, program evaluators team building plans, etc, and send them notices to participate in the

qualification training.

### **Chapter III Training of program evaluators**

There are mainly two types of training for program evaluators—qualification training and continuous training. Qualification training consists of theoretical training and on-site visit/virtual review probation. Those completing the qualification training can be proposed by the relevant program accreditation sub-committees as regular evaluators. The proposal must be approved by the Academic Committee of CEEAA.

#### **3.1 Theoretical training**

Theoretical training is usually carried out in the form of MOOC training, online training, on-site training, etc. to enable evaluator candidates to:

(1) Get to know the concepts, criteria, policy and procedures, and methods of engineering education accreditation;

(2) Be clear about the organization, accreditation criteria and documents, procedures and methods of the members of the "Washington Accord";

(3) Develop a deep understanding of the theory and method of engineering education accreditation through case analysis and simulated accreditation.

The CEEAA Secretariat will evaluate candidates' performance for the theoretical training in an appropriate form, and arrange on-site visit/virtual review probation for those meet the requirements of theoretical training.

#### **3.2 On-site visit/virtual review probation**

The CEEAA Secretariat assigns those who have completed theoretical training participate in the on-site visit/virtual review probation as trainee evaluators. They will undertake certain tasks as directed by the chair of the review team to master the specific accreditation methods. Trainee evaluators shall carry out accreditation in accordance with the requirements for regular evaluators, and their opinions shall only serve as a reference in making an accreditation decision. The CEEAA Secretariat shall evaluate the performance of probationary evaluators in an appropriate form.

### **3.3 Continuous training**

The CEEAA Secretariat organizes retraining for qualified evaluators in the event of major revision to accreditation criteria or procedures; evaluators who have not received consistent training from CEEAA for five consecutive years should also actively participate in the retraining to maintain their qualification. CEEAA will organize various seminars irregularly according to the actual needs.

The program accreditation sub-committees should organize periodic training sessions for program evaluators in appropriate areas to ensure they receive adequate retraining in accreditation.

## **Chapter IV Assignment of program evaluators**

CEEAA will establish a pool of evaluators for each category of accreditation programs. The qualification of the evaluators is adjusted according to their performance in training and the accreditation work, as well as their evaluation results.

The program accreditation sub-committees will assign qualified evaluators to participate on-site visit/virtual review, review reports of request for accreditation, self-study reports, accreditation reports, annually updated evidence, interim reports on improvements, and other accreditation materials. The assignment of evaluators shall take into account the programs to be accredited, and the professional background, work experience and accreditation experience of evaluators, as well as the composition of the review team. The needs of accreditation and the conflicts of interest should also be fully considered. Evaluators participating in the accreditation must commit to undertake accreditation in accordance with the disciplinary requirements and confidentiality rules.

## **Chapter V Management of program evaluators**

### **5.1 Consulting, coaching, and related activities of program evaluators**

Program evaluators can provide consulting, coaching, or related services, and shall report to the CEEAA Secretariat (Annex 1). According to the conflict of interest, evaluators providing counseling and coaching services will not be assign to participate accreditation of any program or material review for the institutions concerned within two years. Meanwhile, program evaluators are not allowed to participate in any for-profit activities or business activities.

### **5.2 Daily management**

The program accreditation sub-committees are responsible for daily management of program evaluators, including updating and maintaining their



profiles, organizing trainings and seminars, delivering notifications and messages, and conducting disciplinary supervision. Evaluators are obliged to cooperate with the program accreditation sub-committees and CEEAA Secretariat, and timely report changes to their personal information. If an evaluator is no longer suitable for the position due to age limit, physical inconvenience, or other personal reasons, the program accreditation sub-committees shall promptly notify the CEEAA Secretariat to remove the evaluator from the pool of evaluators.

### **5.3 Evaluator evaluation**

The program accreditation sub-committees shall evaluate the performance of evaluators in training and accreditation, and report the evaluation results to the CEEAA Secretariat as basis for the adjustment of evaluators' qualification. The program accreditation sub-committees can develop evaluation rules in their respective category, and report the rules to the CEEAA Secretariat for the record. The evaluation rules shall contain the following:

(1) Contents to be evaluated. The contents to be evaluated include performance of evaluators in training, on-site visit/virtual review, material review, and involvement in other accreditation-related work;

(2) Evaluation criteria. The evaluation criteria include the evaluators' working attitude, engagement, workload, work quality, and compliance with work disciplines in accreditation. Qualities of their performance should be paid more attention in evaluation than the quantitative ones.

### (3) Evaluation procedures.

Information collection. The program accreditation sub-committees shall collect information for the evaluation in various forms, including materials submissions of evaluators following the on-site visit/virtual review, comments of evaluators on accreditation materials reviewed, feedback from all sides after the on-site visit/virtual review, records of training and probation, records of participation in continuous trainings and seminars as well as involvement in the work organized by the program accreditation sub-committees and CEEAA. Such information will serve as a basis for the performance evaluation of evaluators. The program accreditation sub-committees can acquire feedback on the performance of evaluators by paying a return visit to members of the on-site visit/virtual review team and the institutions, and consulting the work report at the CEEAA Secretariat;

Evaluation. Based on the above information, the program accreditation sub-committees shall regularly organize evaluation of evaluators in their category, and develop the evaluation records (Annex 2). In principle, the program accreditation sub-committees shall evaluate the performance of evaluators participating in accreditation on an annual basis.

Reporting of evaluation results. The program accreditation sub-committees shall report the evaluation results of each evaluator to the CEEAA Secretariat for the record, and the CEEAA Secretariat shall conduct spot checks on the evaluation work as required, and take it as an important part of the annual performance evaluation of the program accreditation sub-committees.

#### (4) Usage of evaluation results

The evaluation results are mainly used to remind, supervise and assign evaluators, optimize the composition of the pool of evaluator to ensure the work quality of evaluators.

The evaluation results shall be timely fed back to evaluators, so that they can constantly improve themselves for better work quality.

The evaluation results shall serve as an important basis for the assignment, training, and management of evaluators. Based on the evaluation results, the program accreditation sub-committees shall put forward suggestions on the assignment, management, and training of evaluators to the CEEAA Secretariat at the end of each year. Trainee evaluators with better evaluation results have the chance to become regular evaluators; regular evaluators with good evaluation results have the chance to become team chairs; those with poor evaluation results will be urged to receive retraining and be demanded for improvements; and those with terrible evaluation results or limited improvement shall be backlisted and removed from the pool of evaluators.

#### **Chapter VI Disciplinary supervision**

Program evaluators shall conduct work with integrity and fairness and in accordance with relevant accreditation rules and disciplines, as well as observe the principle of interest avoidance. Meanwhile, they shall voluntarily submit to oversight from the public and evaluation and supervision from CEEAA.

Program evaluators will be disqualified if they are found to commit any of the following:

(1) Be subject to punishment for criminal punishment;

(2) Violate the disciplines on engineering education accreditation;

(3) Disclose the accreditation-related information in violation of the confidentiality discipline during the process of providing engineering education accreditation, consulting or training services, or conduct other improper acts that result in bad influence;

(4) Conduct any other act that would compromise the impartiality of accreditation or the authority of CEEAA.

These rules and procedures are subject to the interpretation by the CEEAA Secretariat.

Annex: 1.Registration Form of Engineering Education Program evaluators  
Participating in Accreditation Consulting Activities

2. Annual Work Record and Evaluation Form of Engineering  
Education Program evaluators

Annex 1:

**1. Registration Form of Engineering Education Program evaluators  
Participating in Accreditation Consulting Activities**

About the Evaluator	Program accreditation sub-committee			
	Evaluator name		Employer	
About the counseling activities	Time			
	Location	<input type="checkbox"/> On-site location _____ <input type="checkbox"/> Online		
	Types of activities	<input type="checkbox"/> Training <input type="checkbox"/> Seminar <input type="checkbox"/> Consulting <input type="checkbox"/> Coaching <input type="checkbox"/> Others		
	Name of the sponsor			
Programs and institutions are to be avoided by the evaluator in future accreditation due to participation in this counseling activity.				
Attention	<p align="center"><b>Attention</b></p> <p align="center">Engineering program evaluators must abide by all rules, regulations and disciplines concerning accreditation, spread the engineering accreditation concepts, promote the implementation of the accreditation work, and shall refrain from engaging in any activity that would compromise the impartiality of accreditation.</p>			

Note: This form shall be submitted by the evaluator himself/herself to the program accreditation sub-committee for filing, and then be submitted by the Subcommittee to the CEEAA Secretariat for the record.

Annex 2:

## Annual Work Record and Evaluation Form of Engineering Education Program Evaluators

Name of the program evaluator		Program accreditation sub-committee	
Types of work	Contents to be observed		Performance and evaluation
Training	Participate in the theoretical training, on-site visit/virtual review probation, and periodic discussions organized by the CEEAA Secretariat and the program accreditation sub-committees this year.		<p>Only give a qualitative description about one of the following evaluation results:</p> <ol style="list-style-type: none"> <li>1. Excellent performance. Give a detailed description of the performance.</li> <li>2. Average performance. Complete work according to the requirements with nothing remarkable. Enter "average".</li> <li>3. Unsatisfactory performance. Give a qualitative description about the problems in existence and the improvements needed.</li> </ol>
Review of materials submitted	Complete the review of the Report for the quest for accreditation, Self-study Report, Interim Report, and Accreditation Report according to the accreditation criteria and review requirements, and timely present		Same requirement as above.

	valuable comments.	
On-site visit/virtual review	<p>Have an in-depth understanding of the Self-study Report of the program concerned, and complete <i>the Form of Personal Analysis of Evaluators on the Self-study Report</i> before paying an on-site visit/virtual review to institutions;</p> <p>Pay an on-site visit/virtual review to institutions and complete relevant contents of <i>the "Handbook for On-site Visit Evaluators"</i> and <i>the "Handbook for On-site Visit Teams"</i>;</p> <p>Organize the preparation of an on-site visit/virtual review plan, define the responsibility of the on-site visit/virtual review team members, and lead and coordinate the work of team members (only applicable to the team chair);</p> <p>Act responsible and conscientious as an program evaluator.</p>	Same requirement as above.
Participation in accreditation	Actively participate in the work organized by CEEAA in strict accordance with relevant disciplines.	Same requirement as above.

<p>Comprehensive evaluation</p>	<p>1. Comprehensive comments  Describe the strength and problems of the evaluator, and the improvements needed, including but not limited to:  Workload in the accreditation participation;  Understanding of the accreditation criteria;  Working attitude, sense of responsibility and engagement;  Compliance with regulations.</p> <p>2. Recommendations</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommend the evaluator as a core evaluator</li> <li><input type="checkbox"/> Recommend the evaluator as a team chair</li> <li><input type="checkbox"/> Continue as an program evaluator</li> <li><input type="checkbox"/> Preferably not to assign as evaluator</li> <li><input type="checkbox"/> No longer to assign as evaluator</li> <li><input type="checkbox"/> Remove from the pool of evaluators</li> </ul>		
<p>Year of evaluation</p>		<p>Filling time</p>	