



November 2010

Regulations On the Evaluation of Unique Fields Done by the Institutions

Definition:

The term "unique field" is defined as a field of study that is not held in more than two institutions in Israel. This type of field will not be reviewed in the Council for Higher Education (CHE)'s regular QA system, but rather the QA process will be executed by the institutions in which these studies are held in congruence with the following regulations.

Regulations for the Evaluation of Unique Fields

1. The institutions will notify the CHE as to when they plan to evaluate the unique fields (long term plan).
2. If the field exists in two institutions, the institutions will conduct a joint evaluation of the field using one committee.
3. The unique fields will be evaluated by international committees. The CHE's regulations for avoiding conflict of interests will be utilized, including having committee members sign a statement on lack of conflict of interests. The President of the institution will sign committee members' appointment letters. When two departments in two different institutions are being evaluated, appointment letters can be signed either by both presidents or, alternatively, by the CHE's chair. A copy of the signed appointment letters will be sent to the Quality Assessment Division (QAD) of the CHE.
4. International committees will generally be composed of 3-5 members, the majority of whom will be from abroad, including the committee's chair. The institutions will recruit senior academics from leading institutions in the world. It is recommended to include an Israeli committee member who specializes in a relevant/similar field from an institution which is not being reviewed.

5. If the CHE is consulted regarding the appointment of committee chairs, the CHE will contribute in covering the chair's expenses. The amount will be decided in advance by the relevant parties at the CHE¹.
6. Prior to the external committees' review, the departments will undergo a process of self evaluation, which will be carried out according to the CHE's QA process for self assessment. It is permissible for an institution to amend the guidelines to adapt them to the specific field. The self evaluation process will culminate in the drafting of a self evaluation report which will be submitted to the international committee and used as the basis for its review.
7. The institutions will provide the guidelines by which the departments conducted the self evaluation to the QAD.
8. It is advisable to include academics (as chairs or members) recommended by the American organization ABET, in cooperation with the QAD, in the evaluation committees in the fields of engineering.
9. Representatives of the departments undergoing evaluation may participate in the workshops organized by the QAD on self evaluation.
10. At the end of the full QA process the institutions will provide the CHE with the following materials: 1) the self evaluation report; 2) the international committee's report; 3) the institution's response to the committee's report; 4) an action plan detailing the way in which the institution intends to implement the committees' conclusions and recommendations.
11. The committees' findings and the institutions' responses will be presented to the CHE authorities

¹ The CHE will contribute to the expenses of up to 5 committee chairs per year, while maintaining an equal distribution between institutions.