

Expert status

The missions with which the legislator has tasked the AERES require it to call on a great many experts from different academic, cultural and geographical backgrounds. This diversity - a source of wealth for the AERES - should not weaken the consistency of evaluation procedures. In order to ensure that the institutions and programmes evaluated are treated equally, it is essential that the legal situation of experts be defined very precisely. They are therefore subject to the same obligations and avail of the same rights. This is the purpose of the current status of an expert.

1 - Appointment

1.1. The expert

The expert is appointed for each mission by the head of the department concerned. He or she is a member of the expert committee.

The appointment comes into force as soon as the AERES receives the acceptance letter of the evaluation mission duly signed by the expert.

1.2. The chairman of the expert committee

The chairman of the expert committee is appointed from among its members by the head of the department concerned.

His or her appointment comes into force as soon as the AERES receives the acceptance letter of the mission duly signed by him or her.

2 - Tasks of the expert and chairman of the expert committee

2.1. The expert

- The expert examines all of the documentation handed out by the AERES.
- The expert for evaluations of institutions, research units and doctoral schools takes part in on-site investigations, attending the whole of the on-site visit. He or she may, for the requirements of the evaluation, ask the evaluated institution for any document, irrespective of the format, and obtain a copy thereof.
- The expert attends all of the preparatory and post-evaluation meetings mentioned in the mission statement letter.
- The expert writes a contribution to the evaluation report. This contribution is strictly confidential. It is entered in the AERES electronic document management program within the timeframe stipulated in the mission statement letter.

2.2. The chairman of the expert committee

In addition to his or her responsibilities as an expert, the chairman of the expert committee also:

- manages and coordinates the committee's work;
- ensures that the evaluation is conducted in accordance with the AERES methodology guide specific to each type of evaluation;
- for evaluations of institutions, research units and doctoral schools, he or she writes a draft evaluation report based on the experts' contributions that he or she then enters in the AERES electronic document management program within the timeframe stipulated in the mission statement letter. This draft report is strictly confidential. It is presented to the department concerned for bringing into line with the AERES quality standards. After correcting factual errors and attaching the comments from the evaluated institutions, the final report is published along with the experts' names.
- He or she takes part in any scoring meetings.

3 - Ethical rules applicable to the expert

The expert must conduct an impartial, objective and independent evaluation in compliance with the evaluation charter and ethical rules of the AERES.

He or she particularly undertakes to abide strictly by the obligation of secrecy as well as the confidentiality and professional secrecy requirements, especially by:

- not communicating any information on an evaluation;
- only using the information he or she receives within the framework and for the requirements of the evaluation mission;
- when appointed as expert, reporting any facts - de facto or de jure - likely to bring about a proximity, community or conflict of interest, particularly for a committee chairman his or her involvement in an institution of the evaluated group.

In accordance with the transparency principle, the expert accepts for his or her CV to be put on the AERES website. He or she has access to his or her own personal data pursuant to the regulations in force.

4 - Payment of expenses incurred by the expert

The expert undertakes to comply with the administrative procedures set up by the AERES for organising his or her travel and accommodation and stipulated in the guide to the AERES' missions. He or she avails of the provisions on accommodation expenses decreed by the AERES Board pursuant to the French Decree of 3 November 2006 amended. The expert's meal expenses are settled according to the regulations in force. They may only be paid by the evaluated institution when meals are arranged in order to avoid interruptions to work meetings.

5 - Remuneration of the expert and chairman of the expert committee

The chairman and members of the expert committee are paid on the basis of the type of evaluation and duration of their mission as decided by the head of department and pursuant to the French Order of 16 May 2007.