

## Scientific delegate status

### 1 - Mission

A scientific delegate is a full- or part-time employee of the AERES, tasked with the scientific organisation of evaluations according to the specific procedure of each department.

He or she also contributes to the AERES' methodological deliberations with a view to continuously improving the quality of evaluations.

### 2 - Appointment

The scientific delegate is put forward by a department head and appointed by order of the AERES President. He or she is recruited from among the researchers and professors or other candidates, on the basis of their competences.

- The scientific delegate, a researcher or professor, works for the AERES either under *délégation*<sup>1</sup> or *mise à disposition*<sup>2</sup>. He or she is appointed for the timeframe stipulated in the employment agreement.
- The scientific delegate recruited for his or her competences is appointed for a timeframe set in the appointment order.

### 3 - Tasks

The scientific delegate's responsibilities include the time spent at the AERES head office, preparing evaluations, on-site visits when applicable, helping to adopt the evaluation report and participating in scoring. In his or her field of competence, the scientific delegate writes the summaries required by the integrated evaluation process.

#### 3.1. Time spent at the head office

The scientific delegate undertakes to make a regular and significant appearance at the AERES head office, outside of the work meetings directly linked with the evaluation procedure stages.

#### 3.2. Preparing evaluations

The scientific delegate examines the documentation he or she is given by the AERES on the applications assigned to him or her.

Under the responsibility of the department head, he or she chooses the experts and organises the evaluation process for master's and bachelor's degrees when appropriate.

He or she participates in and/or organises the meetings provided for in the evaluation guide.

#### 3.3. On-site visit of the evaluated institution

The scientific delegate takes part in the on-site visit according to the specific procedure of each department.

- For the department for the evaluation of institutions, he or she accompanies the expert committee and presents the AERES' method to the institution. He or she does not attend the rest of the visit.
- For the departments for the evaluation of research units and for the evaluation of programmes for doctoral schools, he or she accompanies the expert committee for the whole visit. He or she ensures that procedures are followed and to this end assists the expert committee chairman. He or she does not have a say in the content of debates for implementation of the evaluation is placed under the sole authority of the expert committee chairman.
- For bachelor's and master's degrees, the department for the evaluation of programmes does not carry out an on-site visit, but organises an application-based evaluation requiring expert committees to meet at the AERES.

<sup>1</sup> This enables them to carry out their research responsibilities within the AERES while being relieved of all or some of their teaching responsibilities.

<sup>2</sup> This agreement enables them to maintain their position and associated salary in another institution while working for the AERES.

### 3.4. *Helping to adopt the evaluation report*

The scientific delegate prepares and takes part in the meeting where the draft report will be presented to the department concerned. He or she oversees the quality of this report.

### 3.5. *Participating in scoring meetings*

The scientific delegate organises and runs the scoring meetings. He or she does not have a say in the content of the debates, rather - ensures that a collective decision is made by the participants.

## 4 - Using the AERES' tools

The scientific delegate uses the collaborative working tools made available by the AERES - particularly the electronic document management program.

## 5 - The coordinating scientific delegate

In departments 2 and 3, coordinating delegates are appointed per main disciplinary field. Under the authority of the department head, they organise the activity of the other scientific delegates of their sector of competence - as well as carrying out their responsibilities as a scientific delegate.

## 6 - Incompatibilities

The position of AERES scientific delegate is incompatible with:

- being a member of a staff evaluation body in France;
- managing or directing, in France, a public scientific, cultural and professional institution, public science and technology institution, public industrial and commercial institution or public administrative institution;
- being, in France, a scientific director, deputy scientific director, project manager or equivalent in a public science and technology institution or public industrial and commercial institution;
- any position held within a ministry in France.

## 7 - Ethical rules

The scientific delegate undertakes to comply with all the ethical rules adopted by the AERES to guarantee an impartial, objective and independent evaluation.

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

- only using the information he or she receives within the framework and for the requirements of the evaluation mission;
- reporting any facts - de facto or de jure - to the AERES that are likely to bring about a proximity, community or conflict of interest when assigned an evaluation application;
- not participating in the evaluation process concerning a unit located within the institution in which he or she is working - or has worked in the last five years - in a research or education context.

In accordance with the transparency principle, the delegate 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.

## 8 - Payment of expenses incurred by the scientific delegate

The delegate 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 scientific delegate'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. He or she undertakes to use the IT tools provided to organise his or her assignments.

## 9 - The scientific delegate's remuneration

The scientific delegate receives a wage whose value is decreed by the AERES President pursuant to the provisions of French Decree no. 2007-923 of 15 May 2007.