

## Instructions to Cluster-coordinators and Departments for the planning of panel site visits

A final proposal for the panel schedule (Tuesday-Thursday) should be sent to [kof17@uadm.uu.se](mailto:kof17@uadm.uu.se) by *3rd of April 2017 at the latest*.

The panels will visit the evaluation units (e.g. departments) during Tuesday, Wednesday and Thursday in the respective weeks (week 19 or 20 depending on panel, see further below). Monday will be reserved for an introductory session and panel work planning, and Friday is used for feedback and panel report finishing, where the preliminary conclusions are presented to heads of department, deans/vice rectors, rector and the KoF Steering Committee. The panel visit is concluded around 14:00 on Friday.

### Planning of the site visits

#### *Schedule*

A *schedule* has to be established to allocate time for discussions of the themes included in the evaluation (i.e. the themes in the self-evaluation). The time schedule has to be made in accordance with the main time schedule shown in the table below. A 20-minute break between different meetings is recommended to allow for the panel to summarize and prepare. When distributing time between departments and sub-units, take into account the size and complexity of the units. The time plan needs to be negotiated within the departments, and between departments, to adequately reflect all research environments (see distribution of departments on panels below).

#### *Interviews*

The panel chair will lead the work of the panel during the visit, and he/she will decide on the format of the interviews. The head of department (or other assigned person) may start with a brief introduction to the research environment and the research at the department, but do not plan a tight schedule of presentations following that. Instead, be prepared to discuss questions that are brought up by the panel. The main purpose of the meetings during the panel visit is to discuss topics that have emerged in the panel's reading of the self-evaluation, such as strengths and weaknesses in the research environment, as well as potential for renewal. The panel is expected to be well prepared. The self-evaluation, the bibliometrics, the survey results (except for respondents' open commentaries) and the basic GLIS-data have been sent to the panelists in advance.

#### *Participants in interviews*

The selection of individuals to participate in the panel interviews is done by the departments, but should reflect the department's organization and research activities. Strive for heterogeneity with regard to position (e.g. research leaders, professors, junior and senior researchers, postdocs, PhD students, etc.), research area, gender, age, etc., and consider if there are categories that should meet the panel on their own as well. PhD students might feel freer to speak openly if seniors are not present, as might academics in the absence of the head of the department. It might also be a good idea to let the panel meet the head of the department in separate.

All individuals that take part in the interviews have to be prepared, i.e. they should have read the self-evaluation and reflected upon supporting data (bibliometrics, survey results and basic data).

The individuals appearing in the panel meetings should have a clearly visible name badge. A "panel guide" from the university administration will be accompanying each panel from the hotel in the

morning, and assist in various matters during the site visit. A list with the names of the panel guides will be sent out later.

### *Lunches, coffee breaks and refreshments*

Lunches and coffee breaks for the panels are to be arranged by the clusters/departments. The KoF17-project can only finance lunch and coffee for the panel members, but if the departments find a possibility to let research staff join lunch, it is recommendable, since it gives more room for more exchange. It is suggested that catering service for working lunch is offered, but the department may of course find other ways to organize lunch and coffee breaks. A sum of 200 SEK per panel member (incl. panel guide) and day can be provided from the KoF17-project budget to support lunch, coffee and refreshments for panel members. In order to give opportunities for informal contact between panel, faculty and PhD students you can use lunch and coffee breaks. For example, you can plan for a mingle session with coffee after the panel members have had lunch.

Since the panel will have internal meetings during the day, a suitable, private room is required. The meeting room used for the interviews and discussions can be used also for this. Make sure that there is refreshments (water and fruit) available in the meeting room throughout the day, every day.

### *Panel feedback and report*

The feedback session on Friday is meant to communicate the preliminary conclusions of the panel to heads of department, deans/vice rectors, university management and KoF Steering Committee.

The panel will submit their report in writing by June 15 2017. The department will be given the opportunity to comment upon the panel evaluation report for factual errors before it is included in the final report.

### *Summary of the preparations to be made by departments before and during the site visit*

- Time schedule for the panel's interviews with researchers during Tuesday, Wednesday and Thursday 9:00-16:00, in the week of the site visit. When making a schedule think of this:
  - See it as a conference and that you have the overall responsibility from Tuesday to Thursday (meeting rooms, lunch, water, fruit, coffee, other refreshments etc.)
  - Think of how the panel will be able to pass/move inside otherwise locked buildings/corridors
  - Minimize the need for the panel to move around between meetings during one day. It is preferable that the panel has a fixed room where it can work, and to which different groups come to see the panel.
  - The panelists will need a 20 minutes break between every interview to be able to reflect upon the last interview and adjust their questions for the next interview
  - The panelists will need a one hour lunch break
  - The length of the interviews may vary according to the size of the departments. Take into account the size and the complexity of the units
  - Clusters with more departments and/or sub-units will not be able to allocate as much time to each interview and/or they will have to combine more categories of staff in each interview
  - The panel visits may start with a short introduction made by the head of department (approx. 15-30 minutes depending of time distribution within the cluster). The main purpose of the meetings during the panel visits is to discuss topics that have emerged in the panel's reading of the self-evaluation.

- Consider to carry out some interviews without the head of department, as well as an interview with the head of department in separate (if there is enough time)
- In some cases it can be appropriate for the panel to meet different groups of staff separately, for example PhD students
- The selection of individuals to be present should reflect the department's organization and research activities. Strive for heterogeneity.
- Name badges with full name, and last name in clearly visible capital letters for all who appear at panel interviews.
- Arrangement of lunch, coffee and refreshments for the panelists (Tuesday, Wednesday, Thursday).
- Private meeting room available for internal panel meetings.

A final proposal for the panel schedule (Tuesday-Thursday) should be sent to [kof17@uadm.uu.se](mailto:kof17@uadm.uu.se) by *3rd of April 2017 at the latest*. The schedule will then be presented to the panel chair for comments.

### Frame time schedule for KoF17 panel visits (week 19 and 20)

| Day       | Event  | Time   | Place  |
|-----------|--|--|--|
| Sunday    | Optional dinner for panelists arriving Sunday  | 18:00  | Hotel Gillet   |
| Monday    | <ul style="list-style-type: none"> <li>● Coffee</li> <li>● Welcoming and KoF17- introduction</li> <li>● Coffee break</li> <li>● KoF17 introduction continues</li> <li>● Introduction to disciplinary domains and faculties (deans and vice-rectors (by invitation))</li> <li>● Lunch</li> <li>● Planning of panel visits</li> <li>● Welcome reception (by invitation)</li> </ul>   | 09:00-09:30<br>09:30-10:30<br>10:30-10:45<br>10:45-11:30<br>11:30-12:30<br><br>12:30-13:30<br>13:30-18:00<br>18:00-20:00 | Hotel Gillet<br><br><br><br><br><br><br><br><br>Gustavianum        |
| Tuesday   | <ul style="list-style-type: none"> <li>● Department visit incl. lunch</li> <li>● Internal panel meeting</li> <li>● Vice-chancellor's Dinner (by invitation)</li> </ul>   | 09:00-16:00<br>16:00-17:00<br>18:00  | Department<br>Department or hotel<br>Norrlands or V-Dala<br>nation |
| Wednesday | <ul style="list-style-type: none"> <li>● Department visit incl. lunch</li> <li>● Internal panel meeting</li> <li>● Panel Dinner</li> <li>● Internal panel meeting</li> </ul>   | 09:00-16:00<br>16:00-17:00<br><br>19:00-   | Department<br>Department or hotel<br>Hotel Gillet<br>Hotel Gillet  |
| Thursday  | <ul style="list-style-type: none"> <li>● Department visit incl. lunch</li> <li>● Internal panel meeting</li> <li>● Panel Dinner</li> <li>● Internal panel meeting</li> </ul>   | 09:00-16:00<br>16:00-17:00<br><br>19:00-   | Department<br>Department or hotel<br>Hotel Gillet<br>Hotel Gillet  |
| Friday    | <ul style="list-style-type: none"> <li>● Panels give feedback to the research environments</li> <li>● Coffee break</li> <li>● Panel Chairs and panel research-environment experts give feedback to the management of disciplinary domains and faculties</li> <li>● Lunch</li> <li>● Panel Chairs give feedback to the university management and the KoF17 steering committee and working group</li> <li>● Panels gather to sum up and plan for further work</li> <li>● Coffee and departure</li> </ul> | 08:20-10:00<br><br>10:00-10:30<br>10:30-11:30<br><br><br>11:30-12:30<br>12:30-13:30<br><br>13:30-14:00<br><br>14:00      | Hotel Gillet   |

## Clusters and evaluation units

| Panels Humanities and social sciences | Clusters/evaluation units  | Visiting week |
|---------------------------------------|--|---------------|
| Panel 1                               | Department of Linguistics and Philology, Department of Modern Languages, Department of Scandinavian Languages, Department of English   | 20            |
| Panel 2                               | Department of Art History, Department of ALM, Department of Musicology, Department of Archaeology and Ancient History, Department of Game Design, Department of Sociology, Department of Cultural Anthropology and Ethnology, Campus Gotland | 19            |
| Panel 3                               | Department of Economic History, Department of Social and Economic Geography, Department of Business Studies, Department of Informatics and Media   | 19            |
| Panel 4                               | Department of Economics, Department of Statistics, Department of Psychology, Department of Food, Nutrition and Dietetics   | 19            |
| Panel 5                               | Uppsala Centre for Russian and Eurasian Studies, Institute for Housing and Urban Research, Centre for Gender Research, Department of Peace and Conflict Studies, Department of Government  | 20            |
| Panel 6                               | Department of Theology, Department of History, Department of History of Science and Ideas, Department of Philosophy, Department of Literature  | 19            |
| Panel 7                               | Educational Sciences, Department of Law  | 19            |

| Panels Science and technology | Clusters/evaluation units  | Visiting week |
|-------------------------------|--|---------------|
| Panel 8                       | Department of Mathematics, Department of Information Technology  | 19            |
| Panel 9                       | Department of Physics and Astronomy  | 19            |
| Panel 10                      | Department of Engineering Sciences   | 19            |
| Panel 11                      | Department of Chemistry – BMC, Department of Chemistry – Ångström Laboratory                                   | 20            |
| Panel 12                      | Department of Ecology and Genetics, Department of Organismal Biology, Department of Cell and Molecular Biology | 20            |
| Panel 13                      | Department of Earth Sciences   | 19            |

| Panels Medicine and pharmacy | Clusters/evaluation units   | Visiting week |
|------------------------------|---|---------------|
| Panel 14                     | Department of Medicinal Chemistry, Department of Pharmaceutical Biosciences, Department of Pharmacy   | 20            |
| Panel 15                     | Department of Medical Cell Biology, Department of Medical Biochemistry and Microbiology               | 19            |
| Panel 16                     | Department of Neuroscience, Department of Surgical Sciences   | 20            |
| Panel 17                     | Department of Medical Sciences, Centre for Clinical Research (Dalarna, Sörmland, Gävleborg, Västerås) | 20            |
| Panel 18                     | Department of Immunology, Genetics and Pathology  | 20            |
| Panel 19                     | Department of Women's and Children's Health, Department of Public Health and Caring Sciences          | 20            |