

12 March 2018

## **TERMS OF REFERENCE FOR EXPERT REVIEWERS**

### **Quality and Impact 2018 Research Evaluation Swedish University of Agricultural Sciences**

#### **1. BACKGROUND INFORMATION**

The University Board of the Swedish University of Agricultural Sciences (SLU) gave an assignment to the Vice Chancellor to conduct an evaluation of the quality of scientific research, of the societal impact of SLU's research as well as the capacity for collaboration with society. This evaluation, Quality and Impact 2018, is the second of its kind, the first being conducted in the year 2009.

There are three components of the Quality and Impact 2018 research evaluation: 1) quality of research, 2) societal impact of research and 3) capacity for collaboration with society.

The Quality and Impact 2018 evaluation process in short: There are eleven scientific research evaluation panels that will review 61 research groups called Units of Assessment (UoAs). In total, about 2000 SLU scientific staff will participate in the evaluation. Each of the eleven panels has up to ten expert reviewers, six of which are scientific reviewers, one or two reviewers who have expertise on research impact, and one or two reviewers who have expertise in research collaboration. Expert reviewers will often have overlapping expertise in these areas. A Panel Chair will lead the work of each panel.

#### **2. OBJECTIVE OF THE ASSIGNMENT**

The ultimate goal of the evaluation is to increase the quality of the research conducted by SLU researchers and thereby contribute to the impact of our research on society.

#### **3. SCOPE OF WORK**

Specifically, the expert reviewers will, together with the other members of their panel, conduct an evaluation of each of the units of assessment (UoAs), and to fill in a Panel Report for each UoA. This is to be carried out in three steps by:

- Reading the materials for each UoA, the self-assessments, bibliometric analysis, staff profiles and financial profiles and making a private preliminary score before arrival in Uppsala (material available from 19 March 2018),
- Interviewing the UoAs in Uppsala (29-31 May). The task is to complement the information gathered from the materials mentioned above with your impressions from interviews in order to write a report for each UoA.

- Writing a panel report together with the rest of the panel for each UoA (a well-developed report draft is due 1 June before departure from Uppsala). See the report template in the ‘Guide to expert reviewers’.

#### **4. GAINING ACCESS TO MATERIALS FOR THE EVALUATION**

On 19 March expert reviewers gain access to the Quality and Impact 2018 digital platform. Each reviewer gets a VPN login and password from SLU and instructions for using the digital platform. The materials on the platform are: Information about the scientific panels and the UoAs in each panel, bibliometric analyses, a self-assessment, personnel profile for each UoA, as well as a funding profile for the department to which the UoA belongs.

The ‘Panel Report Template’ is also available on the digital platform, it is identical to the template that was sent to you together with the invitation to serve as a reviewer for the evaluation. This is the template that is to be completed by the panel for each UoA.

Other documentation found on the digital platform include: Instructions to expert reviewers, these instructions include criteria for judging the scientific quality, the impact of research and the collaborative capacity of the UoAs in your panel. Additionally you will find a description of the bibliometric analyses, information about conducting the interviews with the UoAs and instructions on how to use the digital platform. There will also be supporting documentation optional to read, such as SLU strategy documents, description on quality assurance in graduate studies, and more...

#### **5. TIMELINE and DELIVERABLES**

##### **Deliverable 1 – A preliminary scoring for UoAs in your panel**

**29 May 2018** Preparation before arrival at SLU in Uppsala

- A preliminary scoring of each UoA in your panel is to be made before arrival in Uppsala, this non-binding preliminary scoring serves solely as a preparation for the interviews with UoAs in May and for the discussions with your fellow panel members.
- We ask for three preliminary scores on scientific quality: 1) Scientific Environment, 2) Scientific Environment and Leadership, 3) Strategy for Scientific Development.
- We also ask you to prepare three scores for the societal impact of the UoA’s research: 1) Activities and Outputs, 2) Outcomes, 3) Impact Strategy.
- No scoring is required for the section on capacity for collaboration with society, we do however ask you to read the reflections by the UoAs, and case studies for this section and be prepared to discuss them with your fellow panel members in May.

##### **Deliverable 2 – Interviews with representative of each UoA in your panel.**

**Interviews will be conducted 29-31 May.**

- Details found in documentation ‘Interviews with Units of Assessment’

### **Deliverable 3 – a short oral summary of the panel’s work to the SLU leadership**

**On 31 May** – oral reports

- Each panel will meet with the Faculty and SLU leadership for 30 minutes to hear the panel’s comments and insights from the evaluation process so far.

### **Deliverable 4 – Complete a draft of the panel report for each UoA**

**Due 1 June 2018** – a draft of panel reports

- A well-developed draft is to be completed and submitted to [kon@slu.se](mailto:kon@slu.se) before departure on 1 June. See the documentation ‘Panel Report Template’.

### **Deliverable 5 – A morning of strategic discussion with SLU leadership**

**1 June** from 9:30 until lunch Optional but greatly appreciated.

- Panel members are welcome to meet with the SLU leadership and share their insights gained during the evaluation process. Discussions will be on the topics that the panels raise during the evaluation process. SLU is also interested in hearing the panel members’ comments on SLU’s interdisciplinary research, about SLU’s specific mandate of food sciences, about collaborative capacity and SLU’s potential in general.

### **Deliverable 6 – Final version of the UoA reports**

**Due 8 June 2018** – the final version of the panel reports

- The final version of the panel reports for each UoA are to be submitted to [kon@slu.se](mailto:kon@slu.se) by 8 June. The Quality and Impact 2018 project group will send them to the UoA coordinators who will get the chance to identify any obvious incorrect information. In the unlikely event of misunderstandings or on incorrect information the project group will contact the panel chair for further discussion. The final version of the panel reports will be made available to all at SLU at latest 1 August 2018.

## **6. TRAVELS AND ACCOMODATIONS**

All expenses are paid for Quality and Impact 2018 expert reviewers. All travel booking are done through our partner Academic conferences. This includes long-distance travels as well as travels to and from Uppsala once in Sweden. Hotel accommodations are already booked at one of two hotels, Hotel Gillet and Scandic Uplandia. Please rest assured that all practical arrangements during your stay will be taken care of (accommodation, meals, and transportations to and from the airport as well as to and from SLU).

## **7. HONORARIUM**

Academic conferences will also provide information about arrangements for the honorarium payment. SLU offers you an honorarium of 25,000 SEK (which is about € 2,500, £ 2400, 3,950 AUD, 335,000 JPY, and 3,000 USD). The honorarium can be paid in two different ways: 1) to your organization through invoicing, or 2) to you personally in the form of salary from SLU (subjected to 25% income tax). You are welcome to bring an accompanying person, you only have to cover the additional cost incurred by his or her stay. All arrangements will be made by Academic conferences (more information is in their travel booking instructions). Don’t hesitate to contact us at [kon@slu.se](mailto:kon@slu.se) should you have any questions related to the evaluation.