

RQ20 – Recommendations for special tasks at faculty, panel and research environment level during RQ20

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Freddy Ståhlberg, Mats Benner; RQ20 Project Leaders

Malin Bredenberg; RQ20 Coordinator

Background:

The self-evaluation part of RQ20 is made by *research environments* clustered into *panels*. Each faculty has been assigned a certain number of panels, each typically comprising 4-8 research environments and each environment in turn typically comprises 20-30 researchers. When the self-evaluation started August 15 2019, all faculties had finished their work with identifying their research environments and panels. At present, the important task to find external advisors for each panel at each faculty is ongoing and this work is expected to be finished by September 2019.

In order to support the self-evaluation work it is recommended that the faculties assign support persons, preferably at faculty, panel and research environment level and below some recommendations for tasks at the different levels are given. It should be noted that the faculties themselves finally decide upon number of and tasks for support persons.

Below, expected tasks for such support persons are described primarily for the self-evaluation part of RQ20 (Autumn 2019). Other tasks will be identified regarding the external evaluation part (Spring 2020) and the list will be updated with this information during late 2019.

Support –faculty level

- Supports RQ20 (e.g. the RQ20 administration) in defining panels, research environments and contact persons at panel and research environment level.
- Acts as contact person between RQ20 and panels/research environments and, when adequate, between RQ20 and the faculty leadership.
- Delivers suggestions for advisors from the panels to RQ20.

Support – panel level

- Suggests advisors and replacements for his/her panel in collaboration with the panel's research environments and their contact persons.
- Distributes RQ 20 information to research environment support persons.
- Supports the research environments during the self-evaluation process.
- Writes a maximum 400 word overview, describing the composition of the panel and its research environments. This overview will be an add-on to the self-assessments provided by the research environments in the panel. The deadline for this text, to be submitted to the RQ20 office, is the same as for the self-assessments (December 20, 2019).

- Is responsible for the planning of the site visit part May 4-May 8 2020 together with the RQ20 office and other support persons identified by the faculty.

Support – research environment level

- Has the main responsibility for the practical implementation of the self-evaluation work in each environment
- Writes a short introduction to the self-assessment text, describing the research environment. This task is implicitly embedded in Task A (See Appendix 1) and the introductory text is included in the word limit given for the self-assessment.
- Leads the self-evaluation work, distributes tasks, arranges startup meetings and other meetings in the research environment.
- Is recipient of the Base data (bibliometry and economical data), distributes it to the participants and is responsible for the integration of this information into the self-assessment.
- Organizes the writing of the self-evaluation text and is responsible that the deadline for submission of the self-evaluation is kept (December 20 2019)