How to work with the panel report document

The panel report templates serve both as a personal note-taking tool when reading the research programs' and departments' self-evaluations, and as a final report template.

You will write one report for each research program and department. The Chair is responsible for compiling and submitting the reports, but all members of the Panel are expected to provide input to each report.

How you choose to distribute the work within the panel, e.g. whether you want to choose a lead reader for each program, is entirely up to you to decide. You may also decide whether you want to aim to have the reports completed before you leave Uppsala or whether the work should continue after you have been here.

Panel reports must be submitted by October 31, 2024. A more detailed timeline can be found at the end of this document.

The panel report structure
The panel report templates are different for the research programs and departments. In their self-evaluations, both programs and departments answer questions related to all four areas covered by KoF24.

1. Research quality
2. Career paths
3. Collaboration and outreach
4. Connection between research and teaching

In the report templates, however, you only give your comments on points 2-4 in the template that concern the departments. In order for an overall assessment of these parts, you also need to include what the research programs have written under these areas.

Support material when reading the self-evaluations
The documents we want you to have looked at before you start reading the self-evaluations are

- How to work with the panel report (this document)
- Panel instructions: The role of the panel
- Information film about the Swedish research funding system
- Information film on how the faculty's research is organized

Optional background documents that can be used as supporting documents are

- Faculty visions and goals
- Departments' annual reports
- "Base Data Information Document"
- "Base Data and Analysis Graphs"

Work before the site visit
You will receive the report templates and self-evaluations on May 29. After that, all panels will have a start-up meeting where you will go through the work ahead together with your host.

In September, you will have another meeting to go over how you have read the self-assessments and to prepare for the site visit in October based on the interview schedule. You may, of course, have more meetings with each other before the September meeting.

The on-site program

You will start by meeting the research programs within a department and then the department itself. After meeting all programs and departments, you will meet junior researchers and have a summary meeting with heads of department and hosts. All chairs will then have a meeting with the faculty management and hosts on Friday morning.

You meet with each research program for 30-40 minutes, depending on the size of the program, and then you have 15 minutes where you in the panel individually, or together with the host, discuss with each other what came up during the interview.

You will meet with the departments for 1-2 hours, depending on the size of the department, and then you will have 30 minutes where you in the panel individually, or together with the host, discuss with each other what emerged during the interview.

In the evenings, you will have the opportunity to sit down and work on the report if you wish.

The structure of the interviews

- Research programs
  - Panel feedback on overall research quality.
    - What were particularly strengths and where improvements can be made.
  - Panel questions
  - Program questions

- Departments
  - Panel feedback on what you saw were particularly strengths and where you think improvements can be made, concerning:
    - Research quality
    - Career paths
    - Collaboration and Outreach
    - Connection between Research and Teaching
  - Overall feedback from interviews with research programs
  - Overall feedback on how the department is organized
  - Panel questions
  - Department questions

- Junior researchers
  - Feedback on career paths
  - Panel questions

Who is present during the interviews is decided by the Heads of Departments. It depends to some extent on the questions that you have stated in advance.

Questions to and from research programs and departments

Questions from you can be categorized into two different parts:
1. Questions that are of the nature "need greater understanding of how processes at the faculty work in order to make an assessment" are asked to the host with cc to the chair. You

can decide for yourself within your panel whether all panel members should be cc'd when asking questions.

2. Questions of the nature "this is what we want to ask on site to representatives from the research program and the department in order to make an assessment". These you write down and send to the chair and host.

The questions that will be raised during the interviews will be decided, after suggestions from the chair and host, by August 31. This is to ensure that the questions reach the heads of department well in advance so that they can decide who will be present during the interviews.

The programs and departments have also been given the opportunity to write down questions that they want to raise with you during the visit. These will also be looked at by the chair and host at an initial stage and then suggestions will be made to you as to which ones can be answered in the report and which ones should be raised during the interviews.

Time-plan
- End of May   All material available at the KoF24 website
- June   Panel startup meeting
- June-September   Panel members read program + department self-evaluations
- August 31   All panel questions for programs and departments sent to host
- August/September   Panel summary meeting
- October 1-4   Panel site visits
- October 3   Time on-site to write reports
- October 31   Final reports due