



Jonas Gurell
Analyst
Office of the President

Instructions for assessment of research at departments/research environments at Stockholm University

External evaluation of departments/research environments

Stockholm University appoints external reviewers for focused research assessments, that will complement other forms of external peer review processes. External evaluations are intended to provide critical views by independent experts on ongoing research in departments or research environments at Stockholm University. The evaluation should be performed in close collaboration and dialogue with representatives of those environments and their leadership. Strengths as well as weaknesses should be addressed in the final assessment report. The assessment report will help to develop the strategies of the department/research environment in question, as well as university-wide research strategies.

Background material

The following documents will be provided by Stockholm University:

- A self-evaluation of the department/research environment
- An indicator report related to research
- A bibliometric report
- An overview of research and research funding in Sweden and at Stockholm University

Additional documents such as the faculty budget, the department budget, local strategies and/or information on infrastructure will be provided upon request.

The evaluation procedure

The President will normally appoint three external experts, following nominations by the Dean. One of the external experts will be assigned the task of calling and chairing meetings between the experts and will be responsible for coordinating the writing of the report.

After reading the background material, including the self-evaluation report, the external experts will meet with and interview representatives from the department/research



environment, including the department head and other representatives of the department/research environment. The external experts will meet with the Faculty Dean and the Deputy Vice President of the Science Area for discussions. The faculty office will give support by, e.g., setting up meetings and making practical arrangements.

After interviews and discussions, the external experts will write a joint report with recommendations. The faculty office will assist with additional information and guidance throughout the writing process.

Following the submission of the assessment report, the external experts will be invited by the Stockholm University research quality team and representatives of the University leadership to give their view on the process and to discuss ways of improving it.

Assessment report

The assessment report should not exceed 10,000 words (about 20 pages). It should include the following five sections.¹

Introduction

The introduction should briefly explain the assessment panel's mode of operation and present the experts involved.

Observations

This section should include observations based on the background material and the interviews. The report should also address to what extent the present organization of and support for the department/research environment provide good conditions for high quality research. The report should also discuss the quality of the ongoing research activities in an international perspective. Additional aspects that may be commented on:

- Organization and staff, including gender and age balance
- Recent and upcoming recruitments and promotions with relevance for the research environment
- Research strategies
- Quality of publications and funding applications
- Research collaborations and impact
- Research infrastructure access and needs

¹ The principle of public access to information is a fundamental principle in Sweden's form of government and also covers HEIs. This means that documents such as external reports, various kinds of evaluations, minutes from meetings, etc. can be made available to anyone interested upon request. There are, however, provisions on secrecy that restrict the right to access official documents.

**SWOT analysis**

The assessment should include a SWOT analysis of the department/research environment. This analysis should include separate lists of identified strengths, weaknesses, opportunities and threats.

Recommendations

Based on the background material, the site visits, interviews and the SWOT analysis, the experts are asked to list recommendations aiming to strengthen the department/research environment. The recommendations may be for both the short and the long-term perspective. The recommendations may involve recommendations concerning the research environment, the department level, and the faculty or central management level.

Summary

The assessment report should include a one-page summary.