



SLOVAK ACADEMY OF SCIENCES

Regular assessment of research institutes of the Slovak Academy of Sciences for period 2012 – 2015

TERMS OF REFERENCE FOR EVALUATION PANEL MEMBER

The Presidium of the Slovak Academy of Sciences, in an effort to improve the accreditation process, has decided to undertake regular assessment of its research institutes by an independent panel of international evaluators.

The role of the Evaluation Panel will be to assess the scientific performance of the research institutes in order to compare their outcomes with similar institutes elsewhere in Europe, and to prepare a report containing recommendations for possible further development. In the evaluation process the peer review principle, combined with scientometric and other data, will be used, as this is the most widely-used evaluation method for similar research institutes in Europe.

Article I.

LEGAL BASIS FOR THE EVALUATION

Regular evaluation of the research institutes of the Slovak Academy of Sciences (hereinafter referred to as the SAS) is announced and managed by the Presidium of the SAS (hereafter “Presidium”) in accordance with the regulation of § 10, section 5(d) of Act No. 133/2002 Coll. on Slovak Academy of Sciences.

Article II.

Introductory regulations

1. In accordance with the agreed principles of the research institutes of the SAS, in February 2016 the Presidium designated Prof. Marja Makarow as Head of the Meta-Panel of Evaluators (hereafter Meta-Panel), for assessment of the period 2012-2015.
2. The Accreditation Committee (AC) is set up as a subsidiary body of, the Presidium of the SAS. The role of AC is coordination of the process of evaluation, preparation of all documents, including the questionnaire for the institutes to be filled in. More details are described in the document “*Principles*

for regular evaluation of SAS research institutes for period 2012 – 2015”
(attached).

3. For the assessment itself three Evaluation Panels, one for each Section of the SAS, will be established. The scientific domains covered by the SAS Sections are as follows:

Section I:

Earth and space sciences
Mathematical and physical sciences
Engineering sciences

Section II:

Medical sciences
Biological and chemical sciences
Agricultural and veterinary sciences

Section III:

Historical sciences
Humanities and social sciences
Arts and culture.

The list of the research institutes belonging to each Section is listed in the attached document “*SAS Institutes capacity and External Remote Experts*”.

4. Every Evaluation Panel is composed of evaluators from different scientific fields, with a minimum of three and a maximum of 5 members in each panel, including the Chair.
5. The Head of the Meta-Panel selects the Chairs of the three Evaluation Panels.
6. The Head of the Meta-Panel invites two members to the Meta-Panel who will not be members of the three Section-specific Evaluation Panels described above. The Chairs of the Evaluation Panels are members of the Meta-Panel.

Article III.

Responsibilities of the Evaluation Panel Member

1. To read all information provided by the SAS for the panellists on every institute of their Section between August 2016 and the site visit in October 2016. The principal document in the assessment – the questionnaire prepared by the AC and filled in by the respective institute – and other relevant documents will be made electronically available by SAS.
2. To be rapporteur for assessing specific institutes as allocated by Panel Chair.

3. To read the External Remote Experts' Assessment reports on the research institutes. The Evaluation Panel Chair may select and invite for a specific institute one External Remote Expert, should the Panel deem this to be necessary. Panel Chair will send information to AC Chair about selection of those institutes to which an External Remote Expert has been appointed by panel. Each institute has the right to request for one External Remote Expert, and also in this case, the Evaluation Panel Chair shall choose and invite this Expert. No institute will have more than one External Remote Expert. Each External Remote Expert will read the same documents on the specific institute as the Evaluation Panel Members, write an evaluation report and submit it to the Evaluation Panel Chair within one month of receipt of the documents.
4. To write a draft report using the form entitled "Panel Member Assessment Report of SAS Research Institute" (attached) for each institute he/she has been reviewing, and submit it to the Evaluation Panel Chair and the fellow panellists, as well as the SAS office (AC Chair) before the site visit.
5. To be present during the whole site visit of the Panel in October/November 2016.

Article IV.

The procedure for evaluation of research institutes of the SAS

A questionnaire is filled out (in English) and submitted by each research institute to the AC, which will submit them to the Evaluation Panels and the Meta-Panel for the purpose of the regular evaluation. The questionnaire consists of four main parts:

1. Basic information on the institute
2. Partial indicators of main activities (8 indicators, see Principles for regular evaluation of SAS research institutes, Article II.)
3. Research strategy and future development plans of the institute for the next five years (2016-2020)
4. Other information relevant to the assessment.

The assessment of each institute by the Evaluation Panel Members / External Remote Expert is carried out against the following criteria:

1. Scientific quality and productivity
2. Social, cultural, and/or economic impact
3. Future prospects (development potential)

The benchmark will be other similar institutes in Europe.

SAS provides administrative support and a secretary for each Evaluation Panel and the Meta-panel. The secretary is not a member of any panel. The secretary participates in the panel meetings and the site visits, and prepares the minutes of the meetings.

Contact information:

Chair of Accreditation Committee: Maria Omastova, PhD., D.Sc.

Street address: Slovak Academy of Sciences, Štefánikova 49, 814 38 Bratislava
Slovak Republic

phone number: +421 911 096921

e-mail address: omastova@up.upsav.sk

**Article V.
Transitional and Final Provisions**

1. All Experts will sign a statement of absence of conflict of interest and a statement of keeping all information and deliberations confidential, and acknowledge that only the published report will be made available to the public.
2. The assessment activities of the Evaluation Panels experts and the Meta-Panel members and the External Remote Experts will be remunerated. The SAS will reimburse the costs incurred by the site visits and meetings, and all travel and accommodation. For the travel to the site visit, economy class flights will be provided. Flight tickets and hotel accommodation will be provided by the SAS.
3. Payment for the panel member is 450 € per work day. They have to keep track of the dates of the working days themselves; only half days and full days of work will be accepted. The work is estimated to take around 20 days.
4. The payment will be provided according to a mandatory agreement.

Attachments:

1. "Principles for regular evaluation of SAS research institutes for period 2012–2015"
2. Table SAS Institutes capacity and External Remote Experts
3. "Panel Member/ External Expert Assessment Report of SAS Research Institute"

Bratislava, July 2016

Prof. Pavol Šajgalík
President of Slovak Academy of Sciences