

## General Guidelines for Panel Convenors on Panel Formation

<u>Guidelines</u>	<u>Rationale</u>
1. Deputy Convenor, to the extent possible, should be from overseas if the Convenor is local, and vice versa. Both of them should be respected researchers in the related fields. They should enforce an impartial and open-minded vetting process in the Exercise.	- to intensify the rigour of and credibility to the assessment process
2. Should slightly increase the number of non-local, professional and lay members, especially for assessing those cost centres (e.g. Dentistry, Nursing, Medicine, Biology, Business Studies and Economics) that panel members of the last RAE observed that there were apparent conflicts of interests among local members. The aim is have at least two non-local members on each panel.	- to intensify the rigour of and credibility to the assessment process
3. Panel members are appointed on personal basis, and should either be respected researchers or professionals in the related fields; each panel should comprise a good mix of members from the local institutions as far as practicable and feasible.	- panel members should not assess submissions coming from their own institutions with a view to avoiding conflict of interest
4. Should have a good mix of former RAE panel members and new members.	- to retain and widen experience in the research assessment exercise
5. The convenors may consider the following information (which will be provided by the Secretariat later) in determining the number of members of their panels -	- to have an appropriate size of panel for the assessment exercise

<ul style="list-style-type: none"> <li>i. Number of panel members (local/overseas/lay members) in RAE 1999</li> <li>ii. Number of submission to the cost centres of the Panels in RAE 1999</li> <li>iii. Number of eligible academic staff for each cost centre of the Panel in RAE 1999</li> <li>iv. Average number of submission by each eligible staff per cost centre of the Panel in RAE 1999</li> <li>v. Number of eligible academic staff for each cost centre on 31 December 2004</li> <li>vi. Estimated number of submissions for each cost centre in RAE 2006 based on the above</li> </ul>	
<p>6. The Secretariat will provide the following information to assist the Convenors to consider and recommend memberships for their respective panels -</p> <ul style="list-style-type: none"> <li>i) RAE Panels for RAE 2006</li> <li>ii) Panel membership nomination lists for RAE 2006</li> <li>iii) Panel membership list of the RAE 1999</li> <li>iv) Distribution of RAE 1999 submissions among four categories of Carnegie Scholarships</li> <li>v) Distribution of eligible staff member from each institution in RAE 1999 and from 2004 statistics</li> <li>vi) Distribution of submissions from each cost centre in RAE 1999</li> </ul>	<ul style="list-style-type: none"> <li>- to have a good composition of panel members who possess necessary expertise to assess the submissions according to the four Carnegie scholarships</li> </ul>