

Appendix A: Terms of References (ToR)

[Text in red to be filled in by the Research-performing organisations (RPOs)]

The board of **The Arctic University Museum of Norway and Academy of Arts** mandates the evaluation committee appointed by the Research Council of Norway (RCN) to assess **The Arctic University Museum of Norway** based on the following Terms of Reference.

Assessment

You are asked to assess the organisation, quality and diversity of research conducted by **The Arctic University Museum of Norway** as well as its relevance to institutional and sectoral purposes, and to society at large. You should do so by judging the unit's performance based on the following five assessment criteria (a. to e.). Be sure to take current international trends and developments in science and society into account in your analysis.

- a) Strategy, resources and organisation
- b) Research production, quality and integrity
- c) Diversity and equality
- d) Relevance to institutional and sectoral purposes
- e) Relevance to society

For a description of these criteria, see Chapter 2 of the life sciences evaluation protocol.

Please provide a written assessment for each of the five criteria. Please also provide recommendations for improvement. We ask you to pay special attention to the following **two** aspects in your assessment:

Our efforts must be seen in relation to the multiple roles of a university museum, which include to acquire, conserve, research, communicate and exhibit the tangible and intangible heritage of nature and culture of the north, and at the same time act as an important place of insight, reflection, discussion, and enjoyment. For the evaluation of our activities in life sciences we ask you to pay special attention to:

- 1. Utility and value of our collections in the context of research**
- 2. Research development in life sciences**

[To be completed by the board: specific aspects that the evaluation committee should focus on – they may be related to a) strategic issues, or b) an administrative unit's specific tasks.]

In addition, we would like your report to provide a qualitative assessment of **The Arctic University Museum of Norway** as a whole in relation to its strategic targets. The committee assesses the strategy that the administrative unit intends to pursue in the years ahead and the extent to which it will be capable of meeting its targets for research and society during this period based on available resources and competence. The committee is also invited to make recommendations concerning these two subjects.

Documentation

The necessary documentation will be made available by the life sciences secretariat at Technopolis Group.

The documents will include the following:

- a report on research personnel and publications within life sciences commissioned by RCN
- a self-assessment based on a template provided by the life sciences secretariat
- [to be completed by the board]:
- [Langtidsplan 2012-2013 Tromsø Museum – Universitetsmuseet](#)
- [Strategiplan for Tromsø Museum – Universitetsmuseet 2014-2020](#)
- [UiT Norges arktiske universitetsmuseum og akademi for kunsthøgskolen: Kunnskap, liv og kunst. Strategi for 2020-2022](#)

Interviews with representatives from the evaluated units

Interviews with the [The Arctic University Museum of Norway](#) will be organised by the evaluation secretariat. Such interviews can be organised as a site visit, in another specified location in Norway or as a video conference.

Statement on impartiality and confidence

The assessment should be carried out in accordance with the *Regulations on Impartiality and Confidence in the Research Council of Norway*. A statement on the impartiality of the committee members has been recorded by the RCN as a part of the appointment process. The impartiality and confidence of committee and panel members should be confirmed when evaluation data from [The Arctic University Museum of Norway](#) are made available to the committee and the panels, and before any assessments are made based on these data. The RCN should be notified if questions concerning impartiality and confidence are raised by committee members during the evaluation process.

Assessment report

We ask you to report your findings in an assessment report drawn up in accordance with a format specified by the life sciences secretariat. The committee may suggest adjustments to this format at its first meeting. A draft report should be sent to the [The Arctic University Museum of Norway](#) and RCN by [date]. The [The Arctic University Museum of Norway](#) should be allowed to check the report for factual inaccuracies; if such inaccuracies are found, they should be reported to the life sciences secretariat no later than two weeks after receipt of the draft report. After the committee has made the amendments judged necessary, a corrected version of the assessment report should be sent to the board of [The Arctic University Museum of Norway and Academy of Arts](#) and the RCN no later than two weeks after all feedback on inaccuracies has been received from [The Arctic University Museum of Norway](#).