



# **A GUIDE FOR A TERM REVIEW PROCESS**

**SOUTH AFRICAN RESEARCH CHAIRS INITIATIVE**

**Date: February 2012**

## **Table of Contents**

Table of Contents .....	2
1. Purpose of the Guide.....	3
2. The Objective of the Five Year Review.....	3
3. Review Scheduled Times .....	3
4. The Review Process.....	4
5. Sourcing of Benefit Assessment Reports .....	5

## **1. Purpose of the Guide**

The document is intended to provide Chair holders and university research management with guidance on the process and schedule for the five year review of SARChI Chairs for better preparation and planning.

## **2. The Objective of the Five Year Review**

During the fourth year of each five-year funding cycle an in-depth review of Research Chairs is undertaken to assess performance over the four year period. The review is intended to inform the decision on whether the Chair is renewable into the next cycle of funding. It also informs the decision on upgrading from Tier 2 to Tier 1 Research Chairs for submitted Chair upgrade requests. Assessment of the Chair's performance is based on the following:

- Chair holder's self-evaluation report;
- Benefit assessment reports from two researchers in the discipline of the Chair;
- Benefit assessment report from the Head of Department in which the Chair resides;
- Benefit assessment report from the university DVC responsible for management of the Research Chair; and
- Motivation letters from an incumbent and the DVC responsible for management of the Research Chair for Chairs requesting an upgrade from Tier 2 to Tier 1 Chair.

## **3. Review Scheduled Times**

The National Research Foundation (NRF) will schedule two reviews each year to accommodate the variations in the appointment periods of Chairs.

- The first review process will commence in March and will cover all Research Chairs that commenced in the first half of the year (January to June).

- The second review process will commence in August and will cover all Research Chairs that commenced in the second half of the year (July to December).

The NRF will provide university research offices with a rolling two-year schedule of Chairs due for review in each year.

#### **4. The Review Process**

The five year review process is as follows:

- 4.1. The NRF will partially populate the Chair holder's self-evaluation report with data extracted from previously submitted Annual Progress Reports (APRs). Chair holders will be required to verify and update the data and complete the report. All Chair holders are still required to submit, through the NRF online system: <http://nrffonline.nrf.ac.za/> an APR in the year of their review.
- 4.2. The NRF will e-mail review documents to the university research office during the second week in March and August, for the first and second groups of Chairs to be reviewed, respectively. The review documentation for each Chair to be reviewed will comprise of the following:
  - A partially populated Chair holder's self-evaluation report;
  - A template for the benefit assessment report from the Head of Department in which the Chair resides;
  - Template for benefit assessment reports from two researchers in the discipline of the Chair; and
  - A template for the benefit assessment report from the university DVC responsible for management of the Research Chair.
- 4.3. The university research office shall return all duly signed review documents to the NRF within a month from the date on which the NRF e-mailed review documents to the university research office. All review documents will be returned electronically in a PDF format to Miss Tshepiso Masemola at

[tshepiso.masemola@nrf.ac.za](mailto:tshepiso.masemola@nrf.ac.za) no later than the date communicated by the NRF when sending review documents.

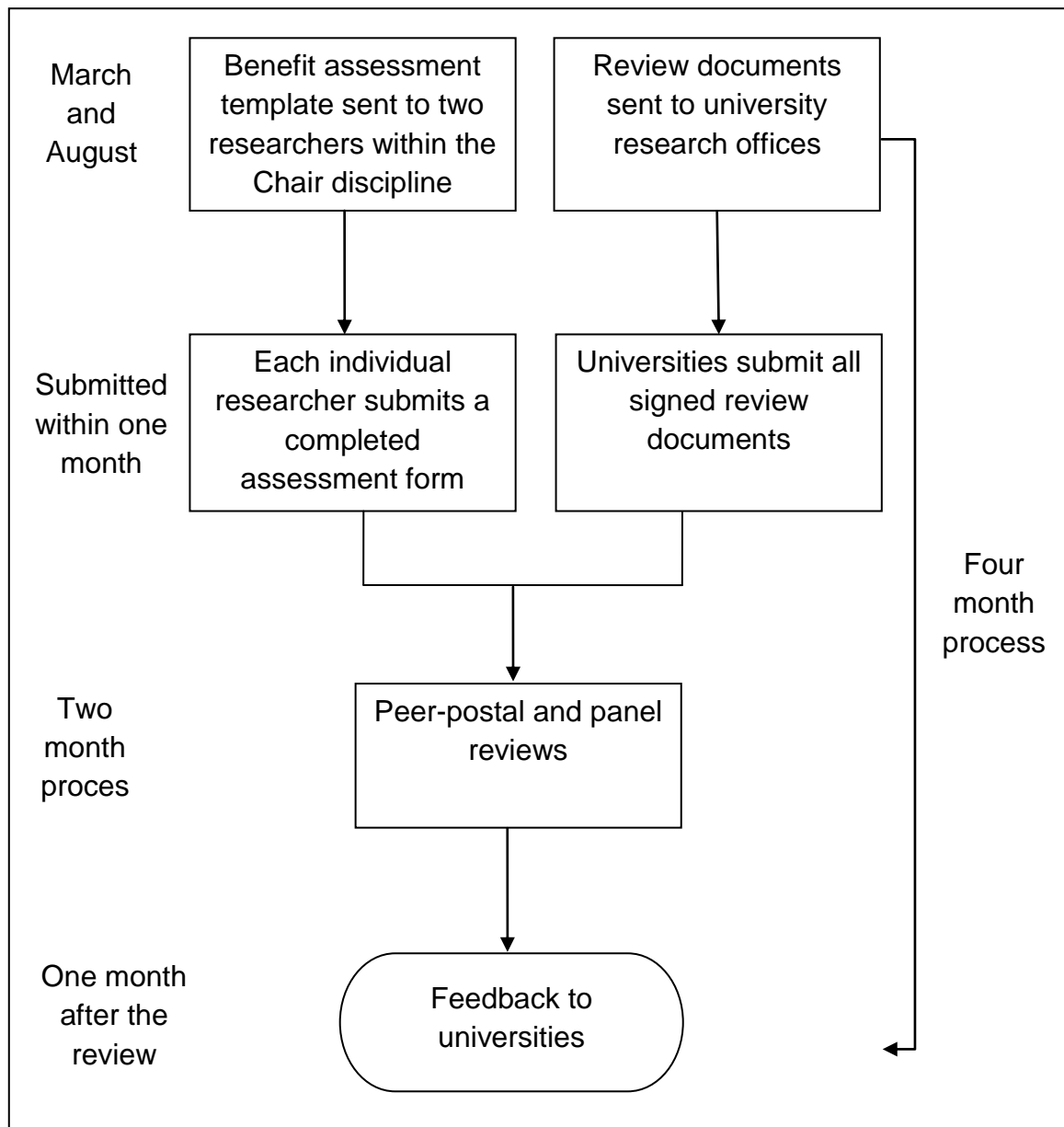
- 4.4. All requests for consideration for an upgrade from a Tier 2 to Tier 1 Chair must be in a form of a motivation from both the incumbent and the DVC responsible for management of the Research Chair.
- 4.5. Reports will be assessed using a two phased process, namely peer-postal and panel reviews. Therefore, the review process is scheduled over two months.
- 4.6. The NRF will provide feedback to the universities one month after the review process is concluded. Therefore, the entire process is scheduled to take four months.

## **5. Sourcing of Benefit Assessment Reports**

Nomination of two researchers that will provide benefit assessment of the Chair in the discipline of the Chair will be as follows:

- 5.1. Chair holders whose Chairs will be reviewed will submit in the first week of February and July to the NRF through the university research office at least two names and e-mail addresses of researchers available to provide the assessment.
- 5.2. The NRF will choose one name from the Chair holder's choice and identify the second researcher.
- 5.3. The NRF will e-mail the two names together with the review documents to the university research office.
- 5.4. The university research office will send and receive the templates to and from the researchers, which they will return to the NRF with the rest of the review documents by the specified submission date.

## Schematic Flow Diagram of the Five Year Review Process



**Figure 1:** Five Year Review process for renewal of Research Chairs

### Disclaimer

The NRF may be required to deviate from the outlined review process and schedule, in which case, university research offices will be notified in time and provided with details on adjustments.

## **NRF contact persons**

Dr Linda Mtwisha, Programme Director: South African Research Chairs Initiative (telephone: 012 481 4014 and email: [linda.mtwisha@nrf.ac.za](mailto:linda.mtwisha@nrf.ac.za))

Mr Sibongile Sowazi, Grant Director: South African Research Chairs Initiative and Centres of Excellence (telephone: 012 481 4160 and email: [sibongile@nrf.ac.za](mailto:sibongile@nrf.ac.za))