# Guidelines for appointing a self-evaluation committee

## The appointment of a self-evalution committee

The head of the academic department / support unit appoints the self-evaluation committee at least six months before the visit of the peer review panel.

## The self-evaluation committee for an academic department

The self-evaluation committee for an **academic department** is composed as follows:

* the departmental chair,
* representatives from the academic staff, appointed by the chairperson in consultation with a full departmental meeting, on condition that staff at different levels of seniority are represented on the self-evaluation committee. In the case of smaller departments, it is preferred that all the academic staff members serve in the self-evaluation committee.
* one or more representatives of the support staff, appointed by the departmental chairperson after a process of consultation,
* one or more undergraduate student, appointed by the departmental chairperson on the advice of, and after consultation with, the student committee of the faculty concerned,
* one or more postgraduate student, appointed by the departmental chairperson on the advice of, and after consultation with, the student committee of the faculty concerned.

## The Self-evaluation Committee for a support service unit

The Self-evaluation Committee for a **support service unit** is composed as follows:

* the head of the support unit,
* representatives from the support service staff, appointed by the head in consultation with a full staff meeting, on condition that staff at different levels of seniority are represented on the self-evaluation committee. In the case of smaller support units, it is preferred that all the support service staff members serve in the self-evaluation committee.
* one or more representatives of the interest groups/clients of the unit,
* one or more representatives from the academic environment,
* one or more representatives from the student environment.