

1. Identify the major issues facing the Department/Programme in the next 5-7 years and clearly state these in your Self-Review.
2. Propose possible strategies to deal with each of these issues (Don't expect the Panel to do this for you).
3. Identify a 'wish list' of goals or targets for achievement over the next 5-7 years and include these in your Self-Review, or in a written submission to the Panel.
4. Provide, as Appendices to the Self-Review or as 'on-call' supporting documents, the evidence needed to support 1. and 3. (e.g. numbers of research students and their subsequent employment over the past 5-7 years; PBRF scores for a Department/ Programme in the last 2 rounds, etc.)
5. Alert the Convenor, in confidence and before the Panel meets, to any personnel issues, including relationships among staff in the Department, that might constitute a conflict of interest, or cause embarrassment during interviews and discussions.
6. Choose a student representative on the Panel who has experience, maturity and confidence to contribute to the Review and will not feel threatened by any personnel issues in the Department.
7. In the Self-Review, provide a list of ALL acronyms that appear in the Review with their full title; provide a separate list for relevant taught papers with acronym and number.
8. In the Self-Review, provide brief descriptions of the role of each staff member in teaching, research and administration of the Department or Programme, accompanied by a recent photograph; include title and contact details.
9. Approach the Review positively as an opportunity for Departmental self-assessment, and to seek confirmation and advice in developing and strengthening the Department or Programme over the next 5-7 years. Imbue staff with the same attitude.
10. Be open, frank and fair in discussions with the Panel.