

Minutes, Board meeting of 8 February 2021

In attendance: Andrée Sursock (Chair), Norman Sharp (Vice-Chair), Barbara Brittingham, Oisín Hassan, Riitta Pyykkö, Philip Winn, and Sigurður Óli Sigurðsson (Minutes).

The meeting was held via video conference call and convened at 13:00, Icelandic time.

(1) Recruitment of final member of UI IWR Team

A member from a UI peer institution is needed to complete the review team.

(2) QEF2 IWR Report for Bifröst University

- i. The Board approves the review team's judgments. Rector Margrét Jónsdóttir Njarðvík will join the Board for a discussion of the report on February 24.
- ii. Future issues to consider for guidance on writing IWR reports in QEF3, and the IWR process in general, include
 - a. Reviewing the report structure (to avoid duplication) and the content of some sections.
 - b. How to limit the length of the reports and improve their layout?

Meeting adjourned at 16:00.

Minutes, Board meeting of 17 February 2021

In attendance: Andrée Sursock (Chair), Norman Sharp (Vice-Chair, until 13:45), Barbara Brittingham, Oisín Hassan, Ellen Hazelkorn, Riitta Pyykkö, Philip Winn, and Sigurður Óli Sigurðsson (Minutes).

The meeting was held via video conference call and convened at 13:00, Icelandic time.

(1) Process of recruitment, nomination and appointment of new Board members

- i. In December 2020, the Board reacted via email to a proposal for the process of recruitment, nomination and appointment of new Board members. The proposal was amended in light of feedback received via email and circulated prior to the meeting.
- ii. It was agreed that the principles of the process should be codified and added to the process description. The Board also adopted four suggestions for further ensuring a fair, independent and transparent process:
 - a. Board members can suggest candidates for the pool, for example from a list of members of past Institution-Wide Review Teams in Iceland.

- b. The shortlist of people to be interviewed would normally include at least one candidate who independently expressed interest in joining through the open advert on the Board's website. This applicant would then be interviewed at the same time and in the same fashion as other candidates on the shortlist.
- c. A standardised list of questions covering common broad areas is developed in light of the recruitment policy for use in interviews with all candidates. Approved with a suggested addition that interviews may include follow-up questions and additional questions about emerging themes, as appropriate.
- d. Board sends a ranked list of up to three highest-ranked candidates to the Ministry of Education, Science and Culture. The Ministry would then have the final say in the appointment of the new member. This would be a deviation from the current process, whereby Board sends one name per vacancy to the Ministry for appointment.

A proposal of hiring a consultant to shortlist candidates and advise on the interview and selection process was discussed and rejected.

- iii. A final draft of this paper will be presented in the March meeting of the Board. The codification of this process will necessitate a change to Paragraph 9 in the Board Handbook and adding an annex to that Handbook.

Norman Sharp excused himself from the meeting at 13:45.

(2) Report of Commissioned review of Police Studies at University of Akureyri

The Board noted that the report was quite long as a result of the team wanting to give the University a fair hearing. The Board approved the review team's judgments. Rector Eyjólfur Guðmundsson will join the Board for a discussion of the report on February 24.

Meeting adjourned at 16:00.