

# National Taiwan Normal University Regulations for the Implementation of Self-Evaluations by Academic Departments

(Originally the National Taiwan Normal University Self-evaluation Panel Foundation Policy)

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Article 1 The National Taiwan Normal University Regulations for the Implementation of Self-Evaluations by Academic Departments (hereinafter referred to as the "Regulations") were established in accordance with Article 6 of the National Taiwan Normal University Self-evaluation Policy for the implementation of self-evaluations by academic departments.

Article 2 NTNU established three levels of academic department evaluation committees in coordination with development features to implement self-evaluations by academic departments: Evaluation committees are divided into university-level, college-level, and department-level. The evaluation committee established by the NTNU Center for General Education is a department-level evaluation committee. Its composition and missions are as follows:

I. University-level evaluation committee:

- (I) The committee shall be chaired by a vice president and have ten to twelve members. The Vice President of the Office of Research and Development is an ex-officio member. Remaining members are NTNU teachers well-versed in evaluating higher education recommended by the Office of Research and Development and are appointed after gaining approval from the President. Committee members shall serve a term of two years and may be reappointed at the end of the term.
- (II) Plan evaluation procedures, conduct evaluations, review self-evaluation reports, and follow up on improvements based on self-evaluation results.
- (III) The Office of Research and Development is the administrative department that assists university-level evaluation committees.

II. College-level evaluation committee:

- (I) The dean of the college shall serve as the convener. Heads of teaching departments are ex-officio members, and other members may include NTNU teachers or external scholars and experts nominated by the dean. The committee is responsible for conducting self-evaluations of the college.
- (II) Plan evaluation procedures, conduct evaluations, review self-evaluation reports, and follow up on improvements based on self-evaluation results.
- (III) Each college is required to establish its own implementation guidelines according to these Regulations, assemble its own college-level evaluation

committee, and implement the guidelines after they are passed in the college general meeting. Each college is responsible for supervising departments/institutes (including undergraduate programs) in establishing self-evaluation guidelines and a department-level evaluation committee.

III. Department-level evaluation committee:

(I) The department (institute) director serves as the convener, and members are full-time teachers of the department (institute). The committee is submitted to the college dean for approval and is responsible for department (institute) self-evaluations.

(II) Plan evaluation procedures, conduct evaluations, review self-evaluation reports, and follow up on improvements based on self-evaluation results.

Article 3 University-level evaluation committees may assemble a College/Discipline Planning Panel within the evaluated academic department to assist in conducting self-evaluations. The panel's duties are as follows:

I. Plan indicators for evaluating the college/discipline.

II. Review the department selected by the evaluated department as the benchmark and indicators.

III. Propose a list of recommended external evaluation committee members and members who must recuse themselves during review based on the characteristics of the discipline.

IV. Handle appeals for the "On-site evaluation report (first draft)" and "Self-evaluation results report."

Article 4 Each College/Discipline Planning Panel shall have one convener appointed by the President before the evaluation. Members of the panel shall be professors in related fields or with research or practical experience in higher education administration, or evaluation committee members trained by the Higher Education Evaluation & Accreditation Council of Taiwan, and shall be nominated by the President of NTNU. Five to fifteen members shall be appointed after gaining approval from the university-level evaluation committee, in which at least four fifths (inclusive) shall be external committee members.

Article 5 Contents of evaluation

I. Preparation phase

(I) NTNU shall establish a university-level evaluation committee for academic departments and college/discipline planning panels.

(II) The Office of Research and Development shall organize a meeting on the evaluation of academic departments and related courses.

II. Internal evaluation phase

(I) The evaluated department shall form a department-level (including general education) evaluation committee, and divide labor based on evaluation

items. The committee shall be responsible for data collection and analysis related to self-evaluations, discussing the contents and progress of self-evaluation reports for each phase, and writing self-evaluation reports.

- (II) Colleges shall establish a college-level evaluation committee responsible for consulting on self-evaluations of evaluated departments, completing internal evaluations, verifying internal evaluation committee members, confirming self-evaluation reports, reviewing evaluation results, and assisting departments (institutes) with the planning and execution of subsequent improvements.

### III. External evaluation phase

- (I) The selection of evaluation committee members shall comply with the following principles:
  1. The college/discipline planning panel proposes a list of recommended external evaluation committee members based on the characteristics of the discipline.
  2. The university-level evaluation committee proposes a complete list of recommended committee members after referencing the list provided by the college/discipline planning panel, as well as the evaluation talent database of the Higher Education Evaluation & Accreditation Council of Taiwan. The list is delivered to each evaluated department, so that departments may apply for recusal of evaluation committee members.
  3. The evaluated department proposes a list of recommended evaluation committee members and list of evaluation committee members who should recuse themselves (proper cause must be given). The two lists above may not exceed 1.5 times the total number of committee members.
  4. The college/discipline planning panel reviews the two lists submitted by evaluated departments, and delivers the lists to the university-level evaluation committee, which organizes the lists and submits them to the Self-evaluation Advisory Committee for review and verification. Evaluation committee members are then appointed by the President.
- (II) To complete procedures for avoiding conflict of interest, evaluation committee members shall sign a guarantee to avoid conflict of interest after agreeing to the appointment.
- (III) On-site evaluation procedures shall include a presentation by the evaluated department, data review, site and equipment inspection, response to and discussion of problems that require clarification; interviews with related personnel (including teachers, administrative personnel, students, and alumni) may be arranged as needed.
- (IV) Evaluated departments shall submit self-evaluation data to evaluation committee members for documentary review.
- (V) If evaluated departments are required by evaluation committee members to provide supplementary documents during the on-site evaluation due to insufficient or missing documents, the documents must be provided before

evaluation committee members arrive at evaluation results.

- (VI) Evaluation committee members shall provide clear evaluation results and corresponding concrete reasons and recommendations, in order to show the strengths and weaknesses of evaluated departments and areas requiring improvement.

#### IV. Evaluation results announcement phase

- (I) The Self-evaluation Advisory Committee reviews self-evaluation results announced by academic departments, and reviews evaluation results announcements submitted by the university-level evaluation committee.
- (II) The Office of Research and Development shall announce evaluation results on the NTNU website after the decision of the Self-evaluation Advisory Committee is submitted for verification. Links shall be provided to the evaluated departments to announce evaluation results on their department website.

#### V. Subsequent follow-up and improvement phase

- (I) After an evaluated department receives an on-site evaluation, a department-level evaluation committee shall be convened to review evaluation results.
- (II) Within one month after an on-site evaluation is completed, evaluated departments shall submit forms on improvements and related meeting minutes to college-level meetings for review and the Office of Research and Development for future reference. Colleges shall assist evaluated departments (including general education) in making improvements using available solutions at the college-level within three months.
- (III) Colleges must report evaluation results and improvements of subordinate departments to the university-level evaluation committee. If improvement recommendations involve university-level affairs or multiple colleges and cannot be carried out by the evaluated department's college, instructions from the chairperson of the Self-evaluation Advisory Committee shall be sought.
- (IV) The self-improvement period is one year within the announcement of self-evaluation results, and evaluated departments shall make relevant improvements before the end of the self-improvement period.
- (V) After an on-site evaluation is completed, assistance is provided to the university-level evaluation committee for follow-up on improvement and implementation results, which provides recommendations for subsequent use of evaluation results.

#### VI. Follow-up evaluation and re-evaluation phase

- (I) Evaluated departments with an evaluation result of "approved

conditionally" or "not approved" must receive a follow-up evaluation or re-evaluation by NTNU.

- (II) During follow-up evaluation of evaluated departments that were approved conditionally, forms on improvements based on self-evaluations must be completed for improvements recommended to be completed within a period specified by committee members. During re-evaluation of evaluated departments that were not approved, a new self-evaluation report must be prepared for all evaluation items.
- (III) The Office of Research and Development shall schedule the follow-up evaluation or re-evaluation, and conduct the evaluation after review by the Self-evaluation Advisory Committee. The follow-up evaluation or re-evaluation must be completed within six months after the end of the self-improvement period.
- (IV) Evaluation committee members for the follow-up evaluation and re-evaluation shall be the same members who conducted the original on-site evaluation.
- (V) The evaluated department shall propose self-improvement plans and implementation results based on the follow-up evaluation and re-evaluation results, and include them as follow-up items for the next self-evaluation.

Article 6 These Regulations were passed with resolutions sought from an Administrative Meeting, and implemented with the approval of the President. The same applies to all subsequent amendments.