**National Taiwan University Teaching and Research Unit Evaluation**

**Evaluation Committee Member Job Description**

Dear committee members,

Thank you for serving on a teaching and research unit evaluation committee. The following is a brief job description as evaluation committee members, along with resources and links:

**I. Preliminary Self-evaluation Report Evaluation:**

1. **Self-evaluation Report:** the unit being evaluated will send a self-evaluation report thirty (30) days before the site visit for you to evaluate, along with a feedback form for you to review in advance.
2. **Return the Feedback Form:** please fill out the feedback form with your suggestions and questions and return it to the unit being evaluated seven (7) days prior to the site visit. The unit will find time during the site visit to answer the questions in your preliminary review.

**II. Site Visit:**

1. Each unit under evaluation will arrange a site visit (1 to 2 days as the principle); please reserve time so you can participate in the entire process.
2. The schedule for a site visit usually includes the following:

(a) An introduction to the unit and college under evaluation.

(b) A tour of teaching and research facilities (including software and hardware) and a review of relevant materials.

(c) A meeting with the students, faculty members and director of the unit.

(d) Time for evaluation committee members to ask clarifying questions.

(e) A panel discussion, at which the unit offers answers to the clarifying questions (see (d) above).

(f) An evaluation committee meeting and the composition of a (draft) evaluation report. For details, please consult the schedule provided by the unit.

**III. Evaluation Report:**

1. **Final Evaluation Report:** Please submit the final report (including both hard copy and soft copy, written in the format specified by the university) to the unit within 30 days of the site visit.
2. **Principles** of **composition:** For the sake of clarity, please follow the format specified by National Taiwan University and maintain a consistent writing style for the final evaluation report, which should include an overall summary at the beginning of the report, briefly highlighting the main points of the evaluation.

**IV. Resources and links:**

1. For further information on National Taiwan University teaching and research unit evaluation, including regulations, rationale, units for evaluation, procedure, and updates, please check the Evaluation of NTU Academic Units website, maintained by the Office of Academic Affairs. (NTU HomepageAdministrationOffice of Academic AffairsSecretariatServicesEvaluation of NTU Academic Units)
2. The Evaluation of NTU Academic Units site provides further information on the principles behind National Taiwan University’s evaluation work and on evaluation workshops offered by the Office of Academic Affairs.
3. For information on transportation, accommodation, expense reimbursement, forms, etc., please feel free to contact the following units:

1. Unit being evaluated: (Please provide contact details for the coordinator for the evaluation committee in your unit.)

2. Office of Academic Affairs:

Tel: (02) 3366-2388 ext. 105

Email: seanchen0706@ntu.edu.tw