NTU 2019-2020 Academic Year

(insert the name of the unit under evaluation) Site Visit Schedule

**(This form is for reference only. It is advisable to make adjustments if necessary. A two-day or longer visit is recommended.)**

Date: \_\_\_\_\_\_\_\_\_ (MM/DD/YYYY)

Venue:

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| Day 1: \_\_\_\_\_\_\_\_\_ (MM/DD/YYYY) (insert the day of the week) | | | | | |
| **Time** | **Event** | **Moderator** | **Participant** | **Venue** | **Notes** |
| 09:00 | Arrival of evaluators | | | | |
| 09:00-09:30 | Discussion by evaluators | Convener of the evaluation committee | Evaluators; head of unit under evaluation |  | The convener and the evaluators shall discuss the division of work. |
| 09:30-10:00 | Welcoming remarks by the heads of related units at NTU; introducing the evaluators | Heads of related units at NTU; convener of the evaluation committee | Heads of related units at NTU; evaluators; dean of the college; head of the unit under evaluation |  | 1. The heads of related units at NTU refer to the President, the Executive Vice Presidents, the President for Academic Affairs, and the Vice President for Research and Development, all of whom are to be invited by the unit under evaluation. 2. A representative on behalf of the heads shall give welcoming remarks. 3. The convener shall introduce the evaluators. |
| 10:00-10:20 | Presentation by the college | Dean of the college | Evaluators; dean; head, teachers/ researchers and administrative staffs of the unit under evaluation |  | The dean of the college shall introduce the college and the unit under evaluation, including the characteristics and role in the college. |
| 10:20-11:10 | Presentation by the unit under evaluation | Head of the unit under evaluation |  | 1. The head of the unit under evaluation shall describe the progress that has been made since the previous evaluation and what is special about the unit. 2. The head of the unit under evaluation shall reply to the written review comments on the self-evaluation report. |
| 11:10-11:20 | Intermission | | | | |
| 11:20-12:00 | Inspection of the facilities and software/hardware for teaching and research | Convener of the evaluation committee | Evaluators; head, teachers/  researchers and administrative staffs of the unit under evaluation |  | The evaluators shall inspect the facilities for teaching, research, equipment, instruments, and administrative resources. |
| 12:00-13:30 | Lunch | | | | |
| 13:30-14:30 | Evaluator-teacher or evaluator-researcher interview | Convener of the evaluation committee | Evaluators; teachers/  researchers of the unit under evaluation |  | The evaluators shall conduct a one-on-one, group or panel interview with the teachers. |
| 14:30-15:30 | Evaluator-student and evaluator-alumnus interview | Convener of the evaluation committee | Evaluators; students or alumni of the unit under evaluation |  | The evaluators shall conduct a one-on-one, group or panel interview with the students. |
| 15:30-15:40 | Intermission | | | | |
| 15:40-16:40 | Review of materials | Convener of the evaluation committee | Evaluators |  |  |
| 16:40-17:00 | Interview between evaluators and the administrative staffs of the unit under evaluation | Convener of the evaluation committee | Evaluators; administrative staffs of the unit under evaluation |  | The evaluators shall conduct an interview with the head of the unit under evaluation. |
| 17:00-17:40 | Interview between evaluators and the head of the unit under evaluation | Convener of the evaluation committee | Evaluators; head of the unit under evaluation |  | The evaluators shall conduct an interview with the head of the unit under evaluation. |
| 17:40-18:00 | The evaluators shall raise issues for clarification. | Convener of the evaluation committee | Evaluators; head, teachers/ researchers and administrative staffs of the unit under evaluation |  | The unit being evaluated shall prepare official documents in response to the issues and submit the documents to each evaluator for review. |
| 18:00 | End of the first day of the site visit | | | | |

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| Day 2: \_\_\_\_\_\_\_\_\_ (MM/DD/YYYY) (insert the day of the week) | | | | | |
| **Time** | **Event** | **Moderator** | **Participant** | **Venue** | **Notes** |
| 09:30-10:30 | Second review of materials; reaching a consensus on the preliminary review comments | Convener of the evaluation committee | Evaluators |  | The evaluators shall review again the materials regarding the evaluation results, and discuss to reach a consensus on the preliminary review comments. |
| 10:30-10:40 | Intermission | | | | |
| 10:40-12:00 | Discussion of the issues for clarification raised by evaluators | Convener of the evaluation committee | Evaluators; head, teachers and administrative staffs of unit under evaluation |  | 1. The unit being evaluated shall prepare official documents in response to the issues raised and submit relevant documents to each evaluator for review. 2. The unit being evaluated shall address each and every issue for clarification. |
| 12:00-13:30 | Lunch | | | | |
| 13:30-15:00 | Comprehensive discussion | Convener of the evaluation committee | Evaluators; head, teachers/researchers and administrative staffs of unit under evaluation |  | A comprehensive discussion and mutual communication of the evaluation-related affairs shall be held. |
| 15:00-17:00 | Preparation of the final report and an oral summary by evaluators | Convener of the evaluation committee | Evaluators; head, teachers/researchers and administrative staffs of unit under evaluation |  | 1. The evaluators shall draft the final report on the site visit. 2. The unit under evaluation shall remind the evaluators to present a detailed final report (including hardcopies and electronic files) within 30 days after the site visit. |
| 17:00 | End of visit | | | | |