

NTU Teaching and Research Unit Evaluation for the 2019-2020 Academic Year Evaluation Schedule

No.	Date	Events	Unit in Charge
1	June 14, 2019 (Fri.)	The office shall confirm the planned evaluation with the units to be evaluated for the 2019-2020 Academic Year.	Office of Academic Affairs
2	August 16, 2019 (Fri.)	The Oversight Committee of Evaluation of University shall convene the 1st meeting to discuss the annual evaluation, including details of the planned evaluation and which units are to be evaluated.	Office of Academic Affairs
3	August 28, 2019 (Wed.)	<ol style="list-style-type: none"> 1. The office shall direct the Executive Vice Presidents, Vice President for Academic Affairs, and the dean of each college to present a list of recommended evaluators for each unit to be evaluated. 2. The office shall notify the units to be evaluated about preparation for the scheduled evaluation and send applicable forms to them. 3. The office shall direct the colleges to present a list of recommended members of 2020 Oversight Committee of Evaluation of Colleges. 	Office of Academic Affairs; colleges concerned
4	September 16, 2019 (Mon.)	<p>The list of evaluators shall be submitted for compilation as follows:</p> <ol style="list-style-type: none"> 1. The evaluators for Level 1 research centers shall be nominated by the Executive Vice Presidents. The evaluators for Level 1 teaching units shall be nominated by the Vice President for Academic Affairs. The evaluators for Level 2 units shall be nominated by the head of the highest managing unit. 2. Upon notifying the units to be evaluated, the nominating officers shall submit the list of recommended evaluators to the Office of Academic Affairs for compilation, which will pass on the compiled list to the Oversight Committee of Evaluation of University for review. 	Office of Academic Affairs; officers who nominate evaluators
5	October 17, 2019 (Thu.) (TBD)	The Oversight Committee of Evaluation of University shall convene the 2nd meeting to determine the convener of the evaluation committees for the units to be evaluated, the list of evaluators, and the payment criteria for evaluation fees.	Office of Academic Affairs
6	Prior to December 13, 2019 (Fri.)	Each unit under evaluation shall contact the evaluators on the list of recommended evaluation committee members approved by the Oversight Committee of Evaluation of University, inquire about their willingness to be the evaluators, and ask them to sign the “Conflict of Interest Agreement for Evaluators” once they accept the job.	Each unit under evaluation
7	Nov., 2019 ~ Feb., 2020	The office shall organize a workshop for the units to be evaluated, brief participants on the evaluation plan and share experiences during the workshop (date to be determined).	Office of Academic Affairs

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8	One month prior to the site visit	The units under evaluation shall submit a completed self-evaluation report to its direct supervisor for approval. Once approved, the report shall be passed on by the said units to their respective evaluators, as well as six supervisors (the President, three Executive Vice Presidents, Vice President of Academic Affairs, Vice President of Research and Development) for review.	Each unit under evaluation
9	One week prior to the site visit	The evaluators shall send a completed “Written Review Comments on the Self-Evaluation Report & Replies from the Unit being Evaluated” form to the units under evaluation, which shall respond to the form received by the first day of the site visit.	Evaluators; each unit under evaluation their respective
10	Prior to June 30, 2020 (Tue.)	The evaluators shall present an oral summary of the evaluation results during the end-of-visit meeting on the day of site visit.	Each unit under evaluation, and their respective evaluation committees
11	Prior to July 31, 2020 (Fri.)	<ol style="list-style-type: none"> 1. Within 30 days after the site visit, the evaluation committee of the unit under evaluation shall provide a Final Evaluation Report. The unit under evaluation shall upload the report to the online evaluation system. 2. According to the Article 15 of “NTU Guidelines for Evaluation of Teaching and Research Units,” the unit under evaluation which receives a result of “conditional pass” or “fail” may lodge an appeal within 14 days after the date the unit receive the Report. 	Each unit under evaluation, and their respective evaluation committees; Office of Academic Affairs
12	Prior to August 17, 2020 (Mon.)	<ol style="list-style-type: none"> 1. Each unit under evaluation shall submit to the college/center the Report and Plan of Measures Taken in Response to Evaluators’ Comments within 30 days after the “Final Evaluation Report” is provided by the evaluators. 2. Each college/center shall compile the two aforesaid Reports (including college-level summaries) of its subordinated unit under evaluation. The “Final Evaluation Report” shall be submitted to the Oversight Committee of Evaluation of Colleges for reference, and the Report and Plan of Measures Taken in Response to Evaluators’ Comments shall also be submitted for review. 3. Each unit under evaluation and the college shall upload the relevant documents reviewed and approved by the Oversight Committee of Evaluation of Colleges to the online evaluation system. Office of Academic Affairs shall compile and submit the said documents to the President, three Executive Vice Presidents, Vice President of Academic Affairs, Vice President of Research and Development, and Oversight Committee of Evaluation of University for reference. 	Each unit under evaluation and the heads of their highest managing units; Oversight Committee of Evaluation of Colleges; Office of Academic Affairs

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13	In the middle of September, 2020	The Office of Academic Affairs shall direct related parties at NTU to convene a coordination meeting, where the suggestions from the evaluation committees will be discussed to help all units being evaluated address their issues and make improvements.	Each unit under evaluation; Office of Academic Affairs; NTU-affiliated units
14	Prior to April 26, 2021 (Mon.)	The office shall notify the units under evaluation for the 2018-2019 Academic Year about the mandatory submission of a Final Report on Improvement Measures Taken.	Office of Academic Affairs
15	Prior to June 30, 2021 (Wed.)	<ol style="list-style-type: none"> 1. Each unit under evaluation shall submit the Final Report on Improvement Measures Taken to the college/center, as well as upload the document to the online evaluation system. Thus each college/center is able to compile and submit the said report (including a college-level summary) to Oversight Committee of Evaluation of Colleges for review. 2. Each unit under evaluation shall upload the approved Final Report on Improvement Measures Taken and the relevant documents to the online evaluation system. Office of Academic Affairs shall compile and submit the said documents to the President, three Executive Vice Presidents, Vice President of Academic Affairs, Vice President of Research and Development, and Oversight Committee of Evaluation of University for reference. 	Each unit under evaluation and the heads of their highest managing units; Oversight Committee of Evaluation of Colleges; Office of Academic Affairs