

Workflow for NTU Evaluation of Teaching and Research Units

The Office of Academic Affairs conducts survey on teaching and research units to be evaluated.

The Office of Academic Affairs convenes the first Oversight Committee Meeting of Evaluation of University to decide the list of units to be evaluated and the timetable of evaluation.

Relevant first-level directors propose a list of evaluation committee members and send the list to the Office of Academic Affairs for compilation.

The Office of Academic Affairs convenes the second Oversight Committee Meeting of Evaluation of University to confirm the list of recommended evaluation committee members and payment criteria of evaluation.

After asking the recommended evaluation committee members for acceptance, the unit under evaluation shall submit the list of committee members to the Office of Academic Affairs for appointment letters to be issued.

The unit under evaluation sends the appointment letters and the self-evaluation report to the evaluation committee members and conducts on-site visiting in accordance with the timetable.

The Evaluation Committee Members shall send the final report to the Oversight Committee of Evaluation of College for review.

The unit under evaluation responds to the suggestions from the evaluation committee members by proposing solutions and a timetable, which shall be submitted to the Oversight Committee of Evaluation of College for approval.

The members of the Oversight Committee of Evaluation of College, after completing the final report and proposed improvement plans and timetable in response to the suggestions from the evaluation committee members, send the two documents together with the summary of review to the Office of Academic Affairs.

To deal with the matters that require the University to assist, the Office of Academic Affairs convenes a meeting with the units under evaluation and the relevant first-level units to discuss and negotiate solutions.

After compiling and printing out the final report and solutions in response to the committee's suggestions, the Office of Academic Affairs submits the printed version to the relevant units for reference or implementation.

Within a year after the on-site visiting, the unit under evaluation shall submit the report on the results of self-improvement plan to the Oversight Committee of Evaluation of College for approval. After the approval, the reports and the summary of approval shall be submitted to the Office of Academic Affairs for future reference.