

National Taiwan Normal University Guidelines for Conducting Evaluations at the College of Sports and Recreation

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- Article 1** The National Taiwan Normal University (hereinafter referred to as NTNU or “the University”) *Guidelines for Conducting Evaluations at the College of Sports and Recreation* (hereinafter referred to as “the Guidelines”) were established in accordance with the *National Taiwan Normal University Self-Evaluation Policy* and the *National Taiwan Normal University Guidelines for the Implementation of Evaluations by Academic Departments*.
- Article 2** Evaluation items for the College of Sports and Recreation (hereinafter referred to as “the College”) include goals and development, student learning, faculty development, internationalization, and social impact.
- Article 3** The College shall establish a college-level evaluation committee to promote the evaluation of academic departments to ensure their compliance with the development priorities of the University. Its composition and missions are as follows:
- 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 and review development priorities and indicators for the evaluated departments, plan the evaluation procedure, conduct evaluations, review self-evaluation reports, and follow up on improvements based on self-evaluation results.
 - III. The College has established the Guidelines in accordance with the *National Taiwan Normal University Guidelines for the Implementation of Evaluations by Academic Departments*, assemble its own college-level evaluation committee, and implement the guidelines after they are passed in the college general meeting. The College is responsible for supervising departments/institutes (including undergraduate programs) in establishing self-evaluation guidelines and a department-level evaluation committee.
- Article 4** Content of Evaluation:
- I. Preparation:
The Office of Research and Development shall hold orientations and courses in academic department evaluation as needed. Evaluation officers shall attend the University's evaluation training courses to improve their evaluation skills.
Execution phase:
 - (I) The evaluated department shall form a department-level evaluation committee, and divide labor based on evaluation items. The committee shall be responsible for data collection and analysis related to evaluations, discussing the contents and progress of evaluation reports for each phase, and writing evaluation reports.
 - (II) The College shall establish a college-level evaluation committee responsible for consulting on evaluations of evaluated departments in the College, confirming evaluation reports, reviewing evaluation results, and assisting departments (institutes) with the planning and execution of subsequent improvements.
 - (III) The selection and composition of evaluation committee members shall comply with the following principles:
 1. The evaluation committee member shall be off-campus members who are either scholars having teaching and research experience in higher education, or representatives from related fields. The number of evaluation committee members shall be between three and five.

2. The evaluated department shall propose a list of recommended evaluation committee members and a list of evaluation committee members who should recuse themselves (proper cause must be given). The college-level evaluation committee reviews the two lists submitted by evaluated departments and delivers the lists to the Self-Evaluation Advisory Committee for review and verification. Evaluation committee members are then appointed by the President for a term of three years.
- (IV) After accepting the appointment evaluation, committee members shall sign a letter of recusal to complete recusal procedures if necessary.
 - (V) For a better understanding of evaluation regulations and procedures in NTNU, an evaluation committee member manual shall be sent to evaluation committee members for viewing at least one week prior to their on-site evaluation.
 - (VI) 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 faculty members, administrative personnel, students, and alumni) may be arranged as needed.
 - (VII) Evaluated departments shall submit their evaluation information to the evaluation committee members for review.
 - (VIII) During on-site evaluations, if the evaluation committee members require an evaluated department to provide supplementary documents to make up for insufficient or missing documents, the supplementary documents must be provided before the evaluation committee members determine the evaluation result.
 - (IX) Evaluation committee members shall provide clear evaluation results and specific reasons and recommendations corresponding to the results, in order to show the strengths and weaknesses of the evaluated departments and areas that require further improvement.
 - (X) Evaluation results include “Approved: 6-year validity”, “Approved Conditionally: 3-year validity”, or “Not Approved”.
 - (XI) The Self-Evaluation Advisory Committee reviews the result of academic department evaluation, and the Office of Research and Development announces the result on the official website accordingly.

- II. Follow-up and improvement:
 - (I) After an evaluated department receives an on-site evaluation, a department-level evaluation committee shall be convened to review the evaluation results.
 - (II) Within one month after an on-site evaluation is completed, the evaluated department shall submit its Post-Evaluation Improvement Plan and other related documents and meeting minutes to a college-level evaluation committee for review and the Office of Research and Development for future reference. The College shall assist evaluated departments in making the necessary improvements.
 - (III) The College must report to the Self-Evaluation Advisory Committee with the evaluation results of its subordinate departments and any improvements made.
 - (IV) The self-improvement period will expire one year after the announcement of the evaluation results. Evaluated departments shall correct or adjust their developmental priorities and indicators based on the recommendations of the evaluation committee members. The college-level evaluation committee shall carry out regular follow-ups on improvements and the results of their implementation in the subordinate departments being evaluated, the results of which will serve as recommendations for the future use of the evaluation results.
- III. Follow-up evaluations and re-evaluations:
 - (I) Evaluated departments that receive an evaluation of "Approved Conditionally" or "Not Approved" must undergo a follow-up evaluation or re-evaluation by NTNU.
 - (II) During follow-up evaluations, evaluated departments that received an evaluation of "Approved Conditionally" must complete a Post-Evaluation Improvement Report and other related documents in response to the recommendations of the evaluation committee members. The documents will become valid after the follow-up evaluation is passed and will remain so until the end of the evaluation cycle. During re-evaluations, evaluated departments that received an evaluation result of "Not Approved" must rewrite the Evaluation Report based on the evaluation items. The report will become valid after the re-evaluation is passed and will remain so until the end of the evaluation cycle.
 - (III) The Office of Research and Development shall schedule a follow-up evaluation or re-evaluation that will be carried out after review by the Self-Evaluation Advisory Committee. The on-site follow-up evaluation or re-evaluation must be completed within six months after the end of the self-improvement period.
 - (IV) In principle, the evaluation committee members who conducted the original on-site evaluation will also conduct any follow-up evaluations or re-evaluations.
 - (V) Evaluated departments shall develop self-improvement plans in response to the follow-up evaluation and re-evaluation results and implement them. The results of the self-improvement plans will be reviewed during the next self-evaluation.

Article 5 Evaluated departments that receive an evaluation result of "Approved Conditionally" or "Not Approved" may file a claim within fourteen days of receiving the evaluation result if they believe that any of the following criteria are met:

- I. Procedural violations in the on-site evaluation process
- II. A disparity between the actual status of the evaluated department and the data, records, or other information compiled in the evaluation summary report by the evaluation committee members resulting in a report that does not reflect the actual circumstances

To file a claim, the evaluated department shall prepare a claim application including concrete evidence and submit it to the Office of Research and Development within the

deadline stipulated in the preceding paragraph. Late applications will not be accepted, and denied applications may not be resubmitted.

After receiving a claim application from an evaluated department, the Office of Research and Development shall forward the claim application with the attached evidence to the original evaluation committee members, who shall review the information and provide an explanation to the evaluated department. If an evaluated department is not satisfied with the explanation given by the evaluation committee members, the department may submit a request for further review by the Self-Evaluation Advisory Committee within fourteen days after the evaluated department receives the explanation. After receipt of the request, the Office of Research and Development will forward the documents related to the evaluated department's claim application to the Self-Evaluation Advisory Committee and later inform the evaluated department of the final review result in writing.

If deemed necessary, evaluated departments may be invited to attend Self-Evaluation Advisory Committee meetings and present their case for the claim being reviewed.

Article 6 Documents derived from the evaluation of evaluated departments—meeting minutes, evaluation reports, evaluation results, and subsequent improvement and result reports—are accreditation documents and shall be filed by the corresponding department for future review.

Article 7 Matters not addressed herein shall be subject to National Taiwan Normal University's *Self-Evaluation Policy* and other applicable regulations.

Article 8 These Regulations will come into effect after approval at the College Affairs Meeting. The same applies to all subsequent amendments.