

國立臺灣師範大學自我評鑑辦法

九十四年十一月三十日本校第九十三次校務會議通過
九十六年十一月七日本校第九十八次校務會議臨時會修正通過
九十七年六月十八日本校第一〇〇次校務會議修正通過
一百零一年六月十五日本校第一〇六次校務會議通過
一百零一年六月十三日本校第一〇八次校務會議通過
一百零一年十一月七日本校第一〇九次校務會議通過
一百零四年五月十三日本校第一一四次校務會議通過
一百零七年五月二十三日日本校第一二〇次校務會議通過
一百一十年十一月二十四日本校第一二七次校務會議通過

第一條 國立臺灣師範大學（以下簡稱本校）為提昇教學和研究之品質及行政單位之效能，促進整體校務運作之效率及發展，依據大學法第五條有關大學評鑑及教育部大學評鑑辦法之規定，特訂定「國立臺灣師範大學自我評鑑辦法」（以下簡稱本辦法）。

第二條 本校應自我評鑑之類別如下：

- 一、校務評鑑：對各處、館、部、室、行政單位及其所屬中心、師培學院及進修推廣學院等整體性校務進行之評鑑。
- 二、學術單位評鑑：對各學系、研究所、學位學程、在職專班等進行之評鑑。
- 三、研究與教學中心評鑑：對校級中心、院級及系級中心等進行之評鑑。

第三條 本校為執行自我評鑑工作成立「自我評鑑指導委員會」，指導、規劃與監督本校各項評鑑業務之推動、訪評委員之審查、評鑑結果及自我改善成效之審定等自我評鑑相關事務。自我評鑑指導委員會由校內主管及校外學者專家組成之，校長為召集人，任期一年，經校長核定後聘任，其校內委員應聘人數以五至七人為原則，校外學者專家應聘人數應占委員總數五分之三以上。自我評鑑指導委員會委員應具備下列資格之一：

- 一、具學術聲望，並曾擔任大學校長、院長、一級行政主管或相當職位者。
- 二、對高等教育教學品質與辦學成效具專業背景，且有相當學術聲望者。
- 三、對大學事務熟稔，具有專業聲望，並曾擔任部門主管或相當職務之業界代表。

視議案需求一級行政或學術單位主管得列席自我評鑑指導委員會會議。

第四條 本校為執行自我評鑑工作，應設置自我評鑑相關組織。「本校學術單位評鑑實施要點」及「本校中心設置及管理要點」另訂之。

第五條 校務評鑑作業由秘書室承辦，評鑑項目及流程應依據教育部指定單位所制訂之項目與內容辦理，並訂定本校校務評鑑自評作業實施計畫，另得依本校特色自訂評鑑項目。為提升整體校務行政品質，本校行政單位應依經營績效管理系統定期管考評鑑。

第六條 學術單位評鑑作業由研究發展處承辦。學術單位之評鑑項目及流程應參照本校訂定之「本校學術單位評鑑實施要點」辦理。

第七條 研究與教學中心之評鑑作業則依「本校中心設置及管理要點」相關規定辦理。校級中心之評鑑事務由研究發展處辦理，院級或系（所）級中心之評鑑事務由各中心所屬單位辦理。

第八條 評鑑結果除供受評單位作為自我改善之依據外，並作為本校整體校務發展規劃之參考。

第九條 參與自我評鑑相關作業之校內人員（含教師及行政人員），應參與校內外舉辦之

評鑑相關課程與研習至少一場以上。

第十條 學術單位、研究與教學中心之評鑑以每隔五年實施一次為原則，但通過教育部認可之國內外專業評鑑機構或其他具國際聲譽專業認證機構之評鑑或認定，並經校長核可者，得依其效期辦理之。

受評單位擬申請提前、延後或免評鑑者，應具明申請理由並檢附相關佐證資料，簽奉校長核可後，始得辦理。

第十一條 評鑑經費由校務基金編列預算支應。

第十二條 本辦法經校務會議通過，報請校長核定後實施，修正時亦同。

National Taiwan Normal University Self-evaluation Policy

2005.11.30 Passed during the 93rd **University Affairs** Meeting

2007.11.07 Amendment passed during the 98th Extraordinary **University Affairs** Meeting

2008.06.18 Amendment passed during the 100th **University Affairs** Meeting

2011.06.15 Passed during the 106th **University Affairs** Meeting

2012.06.13 Passed during the 108th **University Affairs** Meeting

2012.11.07 Passed during the 109th **University Affairs** Meeting

2015.05.13 Passed during the 114th **University Affairs** Meeting

2018.05.23 Passed during the 120th **University Affairs** Meeting

2021.11.24 Passed during the 127th **University Affairs** Meeting

Article 1 National Taiwan Normal University (NTNU) established the National Taiwan Normal University Self-evaluation Policy (hereinafter referred to as the “Policy”) in accordance with Article 5 of the University Act regarding university evaluations and the Ministry of Education (MOE) Regulations for University Evaluations, in order to improve the quality of teaching and research, the performance of administrative units, and the overall efficiency and development.

Article 2 Types of self-evaluations that shall be conducted by NTNU are as follows:

- I. Evaluation of **university** affairs: Evaluation of **university** affairs of all libraries, divisions, offices, administrative **units** and their centers, the College of Teacher Education, and School of Continuing Education.
- II. Evaluation of academic **units**: Evaluation of departments, graduate institutes, undergraduate programs, and continuing education courses.
- III. Evaluation of research and teaching centers: Evaluation of all university/college/department-level centers.

Article 3 NTNU shall establish a Self-evaluation Advisory Committee to conduct self-evaluations, provide guidance, plan, and supervise the implementation of evaluation-related affairs, as well as the reviews, evaluation results, and determination of self-improvement results by committee members. The Self-evaluation Advisory Committee comprises of department heads from NTNU and **off-campus** scholars and experts. The President shall serve the convener, and committee members are appointed to one-year terms after being approved by the President. In principle, five to seven members shall be appointed from within NTNU, and no less than three fifths of members shall be **off-campus** scholars and experts. Members of the Self-evaluation Advisory Committee shall have one of the following qualifications:

- I. Has an academic reputation and previously served as a university president, college dean, grade one administrative supervisor, or equivalent position.
- II. Has a background and considerable academic reputation in the teaching quality and performance of higher education institutions.
- III. Has a professional reputation for familiarity with university affairs and served as a department head or equivalent representative position.

Grade-one administrative or academic supervisors may attend meetings of the Self-evaluation Advisory Committee **when necessary**.

Article 4 NTNU shall establish self-evaluation organizations to carry out self-evaluation work. The NTNU **Guidelines** for the Implementation of Evaluation by Academic

Units and Regulations for the Establishment and Management of Centers shall be separately **formulated**.

Article 5 Evaluation of **university** affairs shall be conducted by the Office of the Secretariat, and evaluation items and procedures shall be in accordance with the items and contents specified by the agency designated by the MOE. The Office of the Secretariat shall also establish an implementation plan for self-evaluation of **university** affairs, and self-evaluation items may be set based on the features of NTNU. To improve the overall quality of administration at NTNU, administrative **units** shall periodically conduct evaluations according to the performance management system.

Article 6 Evaluations of academic **units** shall be conducted by the Office of Research and Development. Evaluation items and procedures for academic **units** shall be in accordance with the NTNU **Guidelines** for the Implementation of Evaluation by Academic **Units**.

Article 7 Evaluations of research and teaching centers shall be conducted in accordance with the NTNU Regulations for the Establishment and Management of Centers. Evaluation of university-level centers shall be conducted by the Office of Research and Development; evaluation of college-level or department (institute) level centers shall be conducted by the unit to which the center is subordinate.

Article 8 Evaluation results are provided to evaluated **units** as a basis for making improvements, and also serve as reference for development plans of **university** affairs.

Article 9 NTNU personnel (including **faculty members** and administrative personnel) that participate in self-evaluations shall participate in at least one evaluation-related course or seminar held by NTNU or other institutions.

Article 10 In principle, evaluations of academic **units** and research and teaching centers shall be conducted once every five years, unless the evaluation is implemented by domestic, foreign, or internationally-renowned evaluation institutes recognized by the Ministry of Education and approved by the President. The period of validity is based on the institute's regulation.

For evaluation in advance, deferred evaluation, or exemption from evaluation, the evaluated units shall submit an official document with specific explanation and **supporting materials** to the President for approval.

Article 11 **Expenditures incurred from the evaluation** shall be provided by the **Endowment Fund**.

Article 12 This Policy was implemented after being passed in a **University Affairs** Meeting and approved by the President. The same applies to all subsequent amendments.