

## **Regulations for Self-Evaluation of the Department of English**

Amended by the 3rd College of Liberal Arts' Meeting of the 1st Semester (101.12.27)

Amended by the 3rd College of Liberal Arts' Meeting of the 1st Semester (103.12.17)

- I. In order to establish a continuous improvement mechanism and enhance the overall quality of teaching and research, in accordance with the “National Taiwan Normal University Self-Evaluation Regulations,” “Implementation regulations for Self-Evaluation of Academic Units at National Taiwan Normal University,” and “Implementation regulations for Self-Evaluation of the College of Liberal Arts at National Taiwan Normal University,” the “Regulations for Self-Evaluation of the Department of English, National Taiwan Normal University” (hereinafter referred to as these “regulations”) are hereby established.
- II. To conduct a self-evaluation process, the department has established a Departmental Evaluation Committee (hereinafter referred to as the “Committee”) and charged it with the following tasks:
  1. Execute internal and external self-evaluation tasks within the department.
  2. Allocate tasks based on evaluation criteria and content, and complete the department's self-evaluation report.
  3. Nominate a list of five to eight internal evaluators and appoint a list of experts and scholars, both internal and external, who are familiar with the university’s affairs, and submit it to the college-level evaluation committee for review.
  4. Discuss matters related to the department’s external evaluation results and appeals.
  5. Implement improvement measures for internal self-evaluation within the department.
  6. Promote mechanisms for the improvement of external self-evaluation within the department, submit improvement plans, and report on implementation results within the university’s prescribed period.
- III. The composition and selection criteria of the Committee are as follows:
  1. Convener: The head of the department shall serve as the convener.
  2. Members: Composed of full-time faculty members of the department, subject to approval by the college dean.
- IV. The expenses of committee members (e.g. visits etc.) shall be budgeted and paid from the university's general funds.
- V. Matters not covered by these regulations shall be handled in accordance with the University's self-evaluation regulations and relevant provisions.
- VI. These regulations, after being approved by the departmental meeting, shall be announced and implemented upon approval by the College of Liberal Arts’ meeting. Future amendments shall follow the same procedure.