

# **Establishment Guidelines for the National Taiwan Normal University**

## **Office of Institutional Research**

Passed during the 350th Administrative Council on November 25, 2015

- I. National Taiwan Normal University (hereinafter referred to as NTNU) has established the Office of Institutional Research (hereinafter referred to as the Office) and formulated the Establishment Guidelines for the National Taiwan Normal University Office of Institutional Research (hereinafter referred to as the Guidelines) for the purposes of improving the overall quality, enhancing the operation efficiency and efficacy, and improving the sustainable development of the university through the analysis and feedback of institutional information.
- II. The Office has the following tasks:
  1. The collection, integration, storage, sharing, and analysis of institutional information of NTNU and relevant information from external sources.
  2. The establishment and maintenance of the institutional information platforms.
  3. Conducting regular, focused, and commissioned institutional analysis, as well as providing information and strategic advice to provide support for student learning, faculty member development, university affairs decision-making, and improvements to the university's affairs.
  4. Cultivating the institutional research ability of NTNU personnel for the improvement of the quality of institutional operations.
  5. Completion of institutional reports, establishment of institutional key indicators, and dissemination of institutional information.
- III. The Office shall have one Director, who shall be an Associate Professor or one that holds a higher position, or a researcher of NTNU appointed by the President, and who shall serve as the Director concurrently with their existing duties. The Office may hire several other staff members and researchers to process relevant affairs.
- IV. The Office shall have an advisory committee that consists of 12 to 16 members. The President shall be the chair of the Committee, and the Executive Vice President, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for General Affairs, the Vice President for Research and Development, the Vice President for Teacher Education and Career Services, the Vice President for International Affairs, the Director of the Information Technology Center, the Secretary General, and the Director of the Office are *ex-officio* members of the Committee. NTNU and non-NTNU experts and scholars in relevant fields of expertise may be invited to serve as members of the Committee. Members of the advisory committee shall serve a one-year term, and may be re-appointed at the end of the term.
- V. Matters not stipulated in the Guidelines shall be handled in accordance with NTNU regulations deemed relevant.
- VI. The Guidelines and any amendment thereto shall be approved by the Administrative Council, and submitted to the President prior to the promulgation and implementation.

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.