

Guidelines for Academic Reviews of the Research Institutes (Preparatory Offices) and Research Centers in the Division of Humanities and Social Sciences, Academia Sinica

Approved by the President of the Academia Sinica on Feb. 17, 2000

Amended by Academia Sinica on April 16, 2002

Amended by Academia Sinica on November 3, 2006

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1. Academia Sinica (denoted AS) wishes to assess the progress and accomplishments of ongoing research projects, to raise the academic standards of research, and to promote new research fields in each Institute (Preparatory Office) and Research Center within the Humanities and Social Sciences Division. These guidelines were established with a view to achieve these goals.
2. This Review shall be conducted every five years.
3. The main points of the Review:
 - a. Systematic coherence of the research results and their compatibility with middle- and long- term development plans.
 - b. Items or research fields of particular interest of the research results.
 - c. Evaluation of and suggestions for the research quality of researchers.
 - d. Standard of the research results and their standing among comparable units within Taiwan as well as in the international scholarly community.
 - e. Suggestions for the enhancement and future direction of research development.
4. Establishment of the Review Committee:
 - a. The Central Academic Advisory Committee will establish a Review Committee for each Institute (Preparatory Office) or Research Center. The Committee will have seven to eleven members, including the Chairperson and Vice-Chairperson, appointed by the President of AS.
 - b. Members of the Committee are invited based on their expertise to cover the major research fields of the reviewed Institute (Preparatory Office) or Research Center.
 - c. The Review Committee should be established six months prior to the

date when the Committee meets.

5. The Review Process:

- a. The reviewed Institute (Preparatory Office) or Research Center should submit the following materials as reference to the members of the Review Committee two months prior to the start of the review.
 - (i) Middle- and long- term development plan.
 - (ii) Brief description of research results and related academic contribution since the previous review.
 - (iii) The development of the major research fields and the difficulties they may encounter.
 - (iv) Bibliography of individual researchers.
 - (v) Self-assessment based on comparisons with one or more comparable units in the research universities or research institutions within and out of Taiwan, respectively.
 - (vi) Other supporting materials.
- b. Members of the Committee may request additional materials from the reviewed Institute (Preparatory Office) or Research Center upon receiving the package that the Central Academic Advisory Committee has prepared for the evaluation.
- c. The following activities may be held during the Academic Review:
 - (i) Briefing given by the reviewed Institute (Preparatory Office) or Research Center.
 - (ii) Interviews or discussions with researchers.
 - (iii) Review Committee Meeting.
 - (iv) Interviews or discussions with directors of each individual Institute (Preparatory Office) or Research Center, and other related activities.
- d. A formal written report should be submitted by the Chairperson of the Review Committee within one month following the completion of the review.
- e. The President or Vice President of AS will convene the Chairs and Vice Chairs of all the Review Committees for meeting within three months after the completion of the evaluation of all the Institutes (Preparatory Offices) and Research Centers in the Division. The meeting is to

discuss the overall development of the humanities and social sciences in AS.

- f. The Guideline will take effect once approved by the President of AS. All subsequent amendments must adhere to this administrative process.