

# Guidelines for Program Reviews of the Institutes and Research Centers in the Division of Mathematics and Physical Sciences, Academia Sinica

Approved by President of the Academia Sinica, Sep. 9, 2002

Amended by Academia Sinica on Sep. 9, 2008

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1. Academia Sinica (denoted AS) wishes to undertake in-depth reviews of the research accomplishments and future developmental plans of the Institutes and Research Centers in the Division of Mathematics and Physical Sciences with aims to:
  - 1.1 Encourage researchers to pursue excellence in their research topics,
  - 1.2 Facilitate integration among Institutes and Research Centers to enhance cross-disciplinary collaborations, and
  - 1.3 Urge each Institute or Research Center to establish at least one important research area with leading international ranking.
2. The Program Review shall be conducted every 5 years.
3. The following criteria are to be considered in the Program Review:
  - 3.1 Quality and impact of research output;
  - 3.2 National and international recognition of researchers (e.g. honors and awards);
  - 3.3 Training and education of students and researchers;
  - 3.4 Intellectual property generated from the research and its values derived;
  - 3.5 Impact to the society.
4. Establishment of the Program Review Committee:
  - 4.1 The Central Academic Advisory Committee will consult with the Institutes and Research Centers to be reviewed about the format, process, and relevant materials to be prepared, and the schedule and dates of the review.
  - 4.2 The Central Academic Advisory Committee will establish a Program Review Committee for each Institute and Research Center.
  - 4.3 Members of the Program Review Committee will be invited based on their expertise and professional reputation to cover the major research fields of the individual Institutes or Research Centers.
  - 4.4 Each Program Review Committee will consist of 4 to 7 members, including the Chair and Vice Chair if necessary, and will be appointed by the President of AS.
  - 4.5 The Program Review Committee should be established 6 months prior to the beginning of the review process.
5. The Review process:
  - 5.1 Each participating Institute or Research Center should submit the following review materials to the Central Academic Advisory Committee 2 months prior to the beginning of the review process:
    - 5.1.1 A one-page synopsis;
    - 5.1.2 A brief report summarizing the research accomplishments since the previous review;
    - 5.1.3 Goals and strategies adopted by the Institute or Research Center

- since the previous review, reporting in the middle- and long-term research and development plans;
- 5.1.4 A brief introduction about the current status of the Institute or Research Center, including budget, human resources, space, facilities, etc.;
  - 5.1.5 A statement highlighting the areas of research concentration, intellectual thrusts, newly developed research initiatives, general progress, unanticipated breakthroughs, and difficulties encountered;
  - 5.1.6 A research and development plan for the next 5 years, including a long-term vision;
  - 5.1.7 Relevant information for assessing the academic performance of individual researchers (Appendix);
  - 5.1.8 A feedback report concerning the previous Program Review and the reviews of Academic Advisory Committee;
  - 5.1.9 Other supporting information.
- 5.2 The Central Academic Advisory Committee of AS will send the above-mentioned assessment materials to all members of the Program Review Committee. The Committee may request any additional supporting materials from the participating Institute or Research Center before the Program Review Committee convenes, if necessary.
- 5.3 The Program Review Committee members should participate in the following activities:
- 5.3.1 Briefing given by the Chair of the Central Academic Advisory Committee and/or one of the Vice Presidents on the agenda of the review process;
  - 5.3.2 Sectional discussions and/or general discussion;
  - 5.3.3 Giving a brief review outline and a verbal report to one of the Vice Presidents of AS by the Committee Chair in the Chairs' Meeting;
  - 5.3.4 Submitting a final report in 1 month after the review by the Committee Chair;
  - 5.3.5 Other scheduled meetings of the Program Review Committee.
- 6 These guidelines will take effect once they have been approved by the President of AS.

## **Appendix**

The packages prepared for review by the individual researchers should include:

1. A curriculum vitae including a list of national and international honors and awards received (including awarding years);
2. A complete list of publications;
3. A list of 5 representative publications since the previous review;
4. A brief description (within 2 pages) of major research achievements;
5. A list of intellectual properties generated from the research and its values derived;
6. A list of master and doctoral students, postdoctoral researchers, and research assistants since the previous review;
7. A list of intramural and extramural funding;
8. A list or description (within 2 pages) about significant contributions to the institute and the academic community or society in general.