

Regulations for Institutional Self-Evaluations at I-Shou University

Ratified and promulgated by the President on August 14, 2009

Amendments to the Regulations ratified and promulgated by the President on August 31, 2010

Amendments to Article 7 ratified and promulgated by the President on September 21, 2010

Amendments to Articles 2 and 5-3 ratified and promulgated by the President on July 19, 2016

Amendments to the Regulations ratified and promulgated by the President on April 23, 2017

Article 1 The Regulations for Institutional Self-Evaluations at I-Shou University (hereinafter referred to as “the Regulations”) are made by I-Shou University (hereinafter referred to as “the University”) pursuant to Article 6 of the Regulations for University- and Program-level Self-Evaluations at I-Shou University.

Article 2 The Regulations apply to all colleges and the following administrative units, including: the Office of Academic Affairs, the Office of Student Affairs, the Office of General Affairs, the Office of Research and Development, the Office of International and Cross-Strait Affairs, the Division of Continuing Education, the Office of Library and Information Services, the Center for General Education, the Extension Education Center, the Office of Institutional Research, the Career Development Center, the Indigenous Development Center, the Office of Secretariat, the Office of Human Resources, the Office of Accounting, the Labor Safety and Hygiene Office, the Office of Auditing, the Teaching and Practice Headquarters, and the Headquarters for Industry-University Collaboration and Intellectual Property Management.

Article 3 The institutional self-evaluation is divided into two parts: internal evaluation and external evaluation. The internal evaluation focuses on an online data review, while the external evaluation covers a documentation review and an on-site visit. The internal evaluation is carried out once every academic year, and the external evaluation is subject to the schedule of the institutional accreditation conducted by the Higher Education Evaluation & Accreditation Council of Taiwan as commissioned by the Ministry of Education.

Article 4 The main purpose of the internal evaluation is to inspect and evaluate the organizational effectiveness and the performance of the mid-term university development plan. In principle, the key items of work listed by the units being evaluated are subject to the internal evaluation. The domains that are subject to the external evaluation include institutional governance and management, institutional resources and support system, school operations and performance, and self-improvement and sustainable development.

Article 5 The internal evaluation process is as follows:

1. The units being evaluated shall enter their results of key items of work into the Medium-Term Development Plan Management System in the middle and the end of every academic year, respectively.
2. After the accuracy of the results has been confirmed by the first-level administrative head of each unit being evaluated, they will be submitted to the competent vice president for review.
3. After being notified of the evaluation results, the units being evaluated shall submit a review report or a self-improvement plan by the prescribed deadline, and during the next evaluation cycle, the units being evaluated shall submit a report about the performance of the self-improvement plan.

Article 6 To carry out an external evaluation, the University establishes the Self Institutional Evaluation Steering Committee (hereinafter referred to as “the Steering Committee”), the Self Institutional Evaluation Executive Committee (hereinafter referred to as “the Executive Committee”), and the Self Institutional Evaluation Task Forces (hereinafter referred to as “the Task Forces”).

The Steering Committee takes overall charge of the external evaluation. The Steering Committee comprises five to nine members from both within and outside the University and duly appointed by the President, and the number of committee members from outside the University must be at least three-fifths of the total membership. The President shall serve as the convener.

The Executive Committee is responsible for supervising the progress of each domain being evaluated. The President and vice presidents are ex-officio members, and the President shall appoint four to six committee members among the responsible domain conveners. The President shall serve as the chairperson.

The Task Forces are responsible for carrying out the evaluation and handling related affairs, and the Task Forces comprises faculty members and staffers involved in the evaluation as recruited by respective responsible conveners.

Article 7 The President shall invite and appoint eight to twelve experts and scholars from

outside the University to be peer review committee members (hereinafter referred to as “PRC members”) for the on-site visit of the institutional self-evaluation. The selection and appointment of PRC members shall adhere to the principle of conflict of interests established by the Higher Education Evaluation & Accreditation Council of Taiwan, and one of the PRC members shall be appointed as convener. PRC members will conduct an on-site visit based on the institutional self-evaluation report provided by the Task Forces, in order to assess the validity of the overall self-evaluation and to offer suggestions about the future development of the University.

PRC members must satisfy the requirements for the selection and appointment of committee members for the institutional accreditation set by the Higher Education Evaluation & Accreditation Council of Taiwan, and they may be scholars, experts or industrial representatives who are quite familiar with university administration.

Article 8

The external evaluation process is as follows:

1. The Office of Research and Development shall prepare an evaluation plan and a timetable one year before the University conducts the external evaluation. After the plan and the timetable have been reviewed and approved by the Executive Committee and the Steering Committee, the Office of Research and Development will notify the Task Forces of each domain and the units to be evaluated.
2. Before the on-site visit of the institutional self-evaluation, the Task Forces shall submit their self-evaluation reports (hereinafter referred to as “the Report”) to the Executive Committee for review, and then revise the Report by the prescribe deadline based on the resolution made at the committee meeting. The Report will be submitted to PRC members for review after being confirmed.
3. PRC members will conduct an on-site visit based on the Report. The on-site visit includes presentations by the responsible administrative heads and the units being evaluated, a visit to campus facilities and equipment, a documentation review, interviews with faculty members, administrative personnel, students, and alumni, and a questionnaire survey. PRC members will offer comments and suggestions to the University after exchanging opinions with one another and concluding the University’s strengths and weaknesses. Before the end of the on-site visit, PRC members will have an informal discussion with the responsible administrative heads, and compile a written report about the on-site visit results which will later be delivered to the Task Forces.
4. The Task Forces shall convene a post-visit meeting after receiving the written

report on the on-site visit results. The Task Forces shall, based on the resolution made at the meeting, submit a self-improvement plan by the prescribed deadline, update the Report, and then submit the revised Report to the Executive Committee for review.

5. The Task Forces shall revise the Report based on the suggestions offered by the Executive Committee, and then submit the final Report to the Higher Education Evaluation & Accreditation Council of Taiwan by the prescribed deadline.

Article 9 The results of the institutional self-evaluation as well as comments and suggestions thereof are not only the basis for improvement by the units being evaluated, but they are also an important reference to the University's adjustments in resource allocation and modifications to mid- and long-term university development plans.

Article 10 The Office of Research and Development is responsible for drawing up and implementing a budget for the institutional self-evaluation.

Article 11 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.