

Regulations for the Implementation of Program-level Self-Evaluations at I-Shou University

Adopted on May 24, 2006 at the first extraordinary session of the University Administration Council in the second semester of the academic year 2005

Adopted on February 20, 2008 at the first meeting of the University Administration Council in the second semester of the academic year 2007

Amendments to the Regulations promulgated with the consent from the President dated on July 11, 2010

Amendments to Subparagraph 3 of Article 5 promulgated with the consent from the President dated on September 21, 2010

Amendments promulgated with the consent from the President dated on December 5, 2011

Amendments to Articles 1-7 adopted by the University Administration Council on June 19, 2019 and promulgated with the consent from the President dated on July 6, 2019

Article 1 The Regulations for the Implementation of Program-level 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 Program-level self-evaluations can be divided into two major types: yearly (internal) and multi-year (external). The yearly evaluation is conducted once a year, and the multi-year evaluation is conducted every five to seven years.

Article 3 The major evaluation items for the yearly evaluation include teaching, research & industry-university collaboration, counseling & career planning, and internationalization. The major evaluation items for the multi-year evaluation include educational objectives, courses, teaching, faculty qualifications, learning resources, learning outcomes, the tracking system of graduates’ performance, and the mechanism of self-improvement.

Respective evaluation criteria and scoring schemes shall be stipulated separately.

Article 4 The yearly evaluation is conducted by following the procedure below:

1. In the first semester of every academic year, the Office of Research and

Development (hereinafter referred to as “the Office”) collects required and relevant data for the previous academic year from all academic units.

2. The heads of academic units confirm the accuracy of the data collected for evaluation purposes and then submit them to the Office.
3. Before the end of the first semester of every academic year, the Office compiles and submits an evaluation report for the previous academic year to the President for ratification.
4. The evaluation results are officially announced after being ratified by the President.

Article 5 To facilitate the multi-year evaluation, the University establishes the Self Institutional Evaluation Steering Committee and the Self Institutional Evaluation Executive Committee, and each academic unit establishes the Self-Evaluation Committee and the Self-Evaluation Task Force.

1. The Self Institutional Evaluation Steering Committee offers counseling and guidance on affairs relating to self-evaluations. The President shall select and appoint five to nine committee members from within or outside the University, and the number of committee members from outside the University shall account for at least three-fifths of the total membership. The President serves as the convener of the Committee.
2. The Self Institutional Evaluation Executive Committee is responsible for supervising the implementation of self-evaluations, and it is composed of the President, vice presidents, the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of Research and Development, the Director of Continuing Education, the Director of General Education, and college deans. The President serves as the convener of the Committee, and the Dean of Research and Development serves as the executive secretary, responsible for promoting and supervising the self-evaluation of each academic unit. Representatives from relevant units may be invited to attend committee meetings as participants without the power to vote, if necessary.
3. To carry out the external evaluation, each academic unit shall establish the Self-Evaluation Committee. Regarding candidates for membership, each academic unit shall nominate a) faculty members with practical experience of teaching in higher education, evaluations, and accreditation or b) specialists or professionals from the industry to its college dean. The nomination shall also comply with the principles of conflict of interest stipulated by the Higher Education Evaluation and Accreditation Council of Taiwan. The college dean shall then recommend nominees from the candidate list to the President for appointment.

4. Established by each academic unit, the Self-Evaluation Task Force is responsible for carrying out the multi-year evaluation. The head of an academic unit serves as the convener of the Task Force, and several faculty members from the same academic unit are members of the Task Force.

Article 6 The multi-year evaluation is conducted by following the procedure below, and evaluatees are as follows:

1. The multi-year evaluation is applicable to departments, institutes, programs, and degree programs that carry out a self-evaluation (hereinafter collectively referred to as “evaluated units”). Notwithstanding the foregoing, the following procedure is not applicable if an evaluated unit has commissioned a professional accreditation body recognized by the Ministry of Education to conduct a self-evaluation.
2. The Office draws up a plan and a timetable for the multi-year evaluation at the beginning of the academic year in which the multi-year evaluation begins. The plan and the timetable shall be submitted to the Self Institutional Evaluation Executive Committee for approval before being announced to evaluated units.
3. Each evaluated unit forms the Self-Evaluation Committee and carries out a self-evaluation in the semester prior to an on-site visit.
4. Before the on-site visit for self-evaluation, an evaluated unit submits a self-evaluation report to the dean of the college it belongs to for review and then to the Self-Evaluation Committee for approval.
5. During the on-site visit for self-evaluation, the on-site visit panel listens to the presentation made by the head of the evaluated unit, visits teaching facilities, reviews documents, and conducts individual or group interviews with faculty members and students. Following that, panel members exchange their opinions with one another and give comments regarding the on-site visit by taking into consideration both strengths and weaknesses; have a discussion with the head(s) and faculty members of the evaluated unit before the end of the on-site visit; and compile an on-site visit report after the on-site visit.
6. The evaluated unit convenes a review meeting within one week of receipt of the on-site visit report. The evaluated unit then submits supplementary explanations or a self-improvement plan to the dean of the college it belongs to for approval.
7. Within two weeks of receipt of supplementary explanations from an evaluated unit under his/her charge, the college dean convenes a college-level meeting to review all the documents submitted by the evaluated unit. Then, all documents relating to the self-evaluation are submitted to the Self Institutional Evaluation Executive Committee for review.

8. Within two weeks of receipt of the self-evaluation report from an evaluated unit, the Self Institutional Evaluation Executive Committee convenes a meeting. In accordance with the resolution adopted by the Committee, the evaluated unit is asked to submit a self-improvement plan and revise its self-evaluation report by a given deadline.
9. The evaluated unit shall submit a complete self-evaluation report by a given deadline.

Article 7 The University may make adjustments to the annual budget, enrollment quota, and resource allocation of academic units based on the results of the yearly evaluation and multi-year evaluation.

Article 8 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 the Regulations, the Chinese language version shall prevail.