

National Chung Hsing University Guidelines for self-evaluation of teaching units

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Amended (Articles 1, 2, 5 &7) in the 374th Administrative Meeting on Dec. 12th, 2012
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Amended (Article 2) in the 462nd Administrative Meeting on Mar. 27th, 2024
Amended (Article 12) in the 464th Administrative Meeting on Jun. 26th, 2024

Article 1 To improve school performance, assist the development of respective teaching units, and execute the evaluation and self-improvement mechanism of teaching units of the University, the University hereby formulates these guidelines for self-evaluation of teaching units of the University (hereinafter referred to as the guideline) in accordance with Article 2 of the self-evaluation measures of the University.

Article 2 The units to be evaluated mentioned in these guidelines are colleges, departments, institutes and degree programs. In principle, each evaluated unit shall conduct self-evaluation every four to seven years, and the evaluation schedule may be adjusted as necessary. If the evaluated unit meets the following criteria, it may apply to the University's Advisory Committee for self-evaluation of teaching units for exemption from the scope of self-evaluation:

- I . It has passed the evaluation of "domestic and foreign professional evaluation institutions recognized by the Ministry of Education" or other foreign professional certification institutions with international reputations. It must prepare the information of the evaluation institutions and relevant supporting documents of the evaluation results.
- II . A unit whose enrollment has been suspended in the year of the preliminary review of the self-evaluation report or newly established units without graduating Student in the year of preliminary review.

If the evaluated unit has accepted the evaluation of "domestic and foreign professional evaluation institutions recognized by the Ministry of Education" or other certified foreign professional institutions with international reputations but is still in the evaluation stage, in addition to preparing the information of the evaluation institution and the evaluation situation, it shall provide corresponding supporting measures for different evaluation results. Then, it may apply to the Advisory Committee for self-evaluation of teaching units for suspension of evaluation. After the aforementioned evaluation results are determined, the evaluated unit shall submit them to the University's Advisory Committee for self-evaluation of teaching units for confirmation or deliberation.

The University's administrative units with teaching functions, such as Center of Teacher Education, Center of General Education, Language Center and Office of

physical education and sports, shall abide by these guidelines to conduct self-evaluation to ensure teaching quality.

Article 3 To supervise and review the self-evaluation of teaching units, the University shall establish an "Advisory Committee for self-evaluation of teaching units" (hereinafter referred to as the Advisory Committee for self-evaluation), with the following tasks:

- I . Guide and review the self-evaluation execution plan.
- II . Examine and approve the evaluation items and effective standards of each evaluated unit.
- III . Examine and approve the list of self-evaluation visiting members of each evaluated unit.
- IV . Review the self-evaluation results.
- V . Other matters related to self-evaluation consultation.

The Advisory Committee for self-evaluation shall consist of nine members, of which the off-campus members shall account for more than three-fifths of the total members, and the members are as follows:

- I . Ex officio members: the president shall serve as the chairman and convener, and one vice-president shall serve as vice-chairmen.
- II . Elected members: the Vice president of Academic Affairs shall recommend experts and scholars inside and outside the University and send the list to the president to select seven members. The term of office is four years, which may be extended according to the evaluation cycle if necessary.

Members of the Advisory Committee for self-evaluation shall have one of the following qualifications:

- I . Familiar with the teaching quality assurance mechanism of higher education, and has served as president, vice president, first-level supervisor or the equivalent.
- II . Scholars and experts with practical experience in teaching quality assurance in higher education.
- III . Familiar with higher education, with professional reputation, and has served as department head or equivalent position in industry.

Article 4 In order to coordinate the facilitation of the evaluation of teaching units, the University shall set up the "Executive Committee for self-evaluation of teaching units" (hereinafter referred to as the "Executive Committee for self-evaluation "), which is chaired by the vice-chairman of the Advisory Committee for self-evaluation and is composed of the Vice president of Academic Affairs, Vice president of Student Affairs, Vice president of R & D, Vice president of International Affairs and the dean of each college, responsible for facilitating, planning, executing self-evaluation matters and follow-up review.

Article 5 In order to carry out self-evaluation, each evaluated unit shall set up a self-evaluation task team composed of more than five teachers of each evaluated unit, and the unit supervisor shall act as the convener to handle the planning, execution and tracking improvement of the unit's self-evaluation.

Article 6 The self-evaluation visiting members of each evaluated unit (hereinafter referred to as the self-evaluation visiting members) shall be all off-campus members, in the principle of five to seven members. The term of office of the members shall be two years and maybe renewed upon expiration. The expertise of the self-evaluation visiting members shall be related to the academic field of the evaluated unit and meet one of the following qualifications:

- I . University teachers with sufficient experience in higher education evaluation.
- II . Having served as dean, director of the department, institute or degree program or equivalent.
- III . Industry representatives or scholars or experts with experience in industrial operation or technology R & D.

Each evaluated unit should give priority to recommending visiting members trained by domestic and foreign professional evaluation institutions recognized by the Ministry of Education, strictly abide by the recusal principle of the University's self-evaluation measures, and prudently put forward a list of recommendations of 10 to 12 self-evaluation visiting members.

The list of self-evaluation visiting members of each evaluated unit shall be reviewed, added, deleted or adjusted by the Executive Committee for self-evaluation, and then sent to the Advisory Committee for self-evaluation for deliberation and confirmation.

The self-evaluation visiting members shall have professional knowledge and ability of evaluation and shall refer to the "work manual of self-evaluation visiting members" or participate in seminars to understand the self-evaluation measures and other related operations of the teaching units of the University.

The task of the self-evaluation visiting member is to perform self-evaluation, write assessment summary report, reply to application for response and other relevant matters in accordance with the relevant regulations of the University.

Article 7 The evaluation contents of each evaluated unit shall include the vision and objectives, course teaching, teachers, students' learning, social responsibility and quality assurance mechanism, and may add contents as needed.

Article 8 The self-evaluation procedure is as follows:

- I . Continuously promote and strengthen the concept and mechanism of quality assurance.
- II . Form relevant self-evaluation committees and task teams.

- III. Facilitate the preparation of a new cycle of evaluation.
- IV. Complete recognition of self accreditation
- V. Select and employ self-evaluation visiting members.
- VI. Each evaluated unit shall complete relevant tasks according to the evaluation schedule:
 - (I). Complete the self-evaluation report according to the evaluation items and performance standards.
 - (II). The College (center and office) shall convene senior or experienced teachers to conduct the preliminary review of the self-evaluation report.
 - (III). Carry out self-improvement works according to the preliminary review opinions of the College (center and office), and revise the self-evaluation report.
 - (IV). Reply to the questions proposed by the self-evaluation visiting members.
 - (V). Accept the on-site visit and evaluation of the self-evaluation members.
The field visit and evaluation process shall include briefing, data review, site and equipment inspection, and interviews with relevant personnel.
 - (VI). Propose a self-improvement plan according to the evaluation summary report for self-improvement.
- VII. The evaluation summary report of the self-evaluation visiting members is sent to the Advisory Committee for self-evaluation for review.
- VIII. Application for response:
 - (I). Within 14 days after receiving the evaluation summary report, each evaluated unit may apply to the Executive Committee for self-evaluation for response if it considers that there are any of the following circumstances:
 - 1. "Violation of procedures" in the field visit and evaluation process.
 - 2. The contents of the evaluation summary report are inconsistent with the facts of the evaluated unit.
 - (II). Each evaluated unit shall apply to the Executive Committee for self-evaluation for a response only once. The application for response shall first be sent to the original self-evaluation visiting members of the evaluated unit for review. The convener of the self-evaluation visiting members shall respond to the review opinions within 14 days from the day after receiving the application for a response. Then submit it to the Executive Committee for self-evaluation and the Advisory Committee for self-evaluation for decision.
- IX. Evaluation review and self-improvement tracking:
 - (I). Each evaluated unit shall convene a self-evaluation task team meeting within one month after the announcement of the evaluation results, conduct a general review of the evaluation results, formulate a self-

improvement plan and submit it to the College (center, office) and the Academic Affairs Office for reference.

(II). Each College (center and office) shall, within three months after the announcement of the evaluation results, assist each evaluated unit in implementing improvement on the solutions provided by the college-level unit (including center and office).

(III). If the improvement matters involve University level or inter-college level units (including centers and offices), each evaluated unit shall submit them to the Executive Committee for self-evaluation for discussion.

(IV). Each evaluated unit shall fill in the self-evaluation improvement situation every year and submit it to the Executive Committee for self-evaluation for follow-up and examination.

Article 9 The self-evaluation results are presented as "pass", "conditional pass", and "fail". The evaluated unit will be notified of the evaluation results. Information about each evaluated unit's evaluation results, self-evaluation report, and evaluation summary report shall be published on the University's website for openness.

Article 10 The evaluation results of each evaluated unit shall be included in the medium and long-term plan of the unit to execute the implementation of quality assurance mechanisms.

The University shall use the evaluation results as a major reference basis for enrollment quota adjustment, resource allocation, organization adjustment, medium and long-term school development plan revision and unit performance assessment and include them in the annual follow-up assessment.

Article 11 If the evaluation result is a "conditional pass", the evaluated unit shall accept "follow-up evaluation"; If the evaluation result is "fail", the evaluated unit shall accept "re-evaluation".

The follow-up evaluation and re-evaluation procedures in the preceding paragraph are as follows:

I . Follow-up evaluation: the evaluated unit whose evaluation result is "pass" shall receive a follow-up evaluation within one year and report the improvement situation according to the improvement suggestions in the evaluation summary report. The follow-up evaluation members shall be the original self-evaluation visiting member in principle.

II . Re-evaluation: the evaluated unit whose evaluation result is "fail" shall accept re-evaluation within one year and rewrite the self-evaluation report according to all evaluation items. The evaluation process shall be carried out according to the self-evaluation procedures. The re-evaluation members shall be the original self-evaluation visiting members in principle.

Article 12 Before the on-site evaluations, each unit and its colleges being evaluated should assign the following personnel to participate in self-evaluation briefing sessions or evaluation workshops held on or off-campus at least once.

I . Evaluated unit's: At least one primary responsible teacher and one administrative staff member each. .

II . College's: Primary responsible personnel, at least one person.

Article 13 These Guidelines shall come into force after being passed by the Executive Council, and the same shall apply to amendments.