

# Yuan Ze University Academic Unit Self-Evaluation Guidelines

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**Article 1** According to Article 2 of the "Regulations for School Self-Evaluation of Yuan Ze University," the "Guidelines for Academic Unit Self-Evaluation at Yuan Ze University" (hereinafter referred to as "these Guidelines") are hereby established.

## **Article 2** Units Subject to Evaluation

Academic units subject to evaluation include departments (graduate institutes, programs, groups, or equivalent units), the College of General Studies, the Military Education Office, the Physical Education Office, and the School of Lifelong Education.

## **Article 3** Evaluation Schedule

Each unit is assessed on a six-year cycle, with adjustments made as needed to meet specific requirements needs.

## **Article 4** Implementation

### 1. Self-Evaluation Coordination

- The Secretariat Office acts as the university-level coordinating unit, responsible for planning and promoting self-evaluation activities while allocating budgets according to the annual work plan. Each evaluated unit must adhere to the University's annual evaluation schedule, develop its evaluation timeline, outline work content and task assignments, and establish working groups as necessary.

### 2. Internal Evaluation Process

- (1) The evaluated unit establishes an internal Self-Evaluation Execution Committee to promote evaluation tasks and review results.
- (2) After confirming the indicators for self-evaluation items, the unit must complete a self-evaluation report and submit it for review by internal evaluation committee members before the evaluation begins.
- (3) Internal evaluation committee members conduct on-site evaluations and provide evaluation reports and recommendations.
- (4) The evaluated unit must submit its self-evaluation report to the relevant self-evaluation execution committees for review.

### 3. External Evaluation Process

- (1) The evaluated unit must adhere to conflict-of-interest principles and have members of the external evaluation committee sign a declaration of no conflict of interest.

- (2) Data must be organized effectively and uploaded to the cloud for easy access by evaluators.
  - (3) On the evaluation day, the evaluated unit must prepare lists of faculty, staff, and students for the evaluators to select for interviews. Teaching environments and facilities should also be ready for inspection.
  - (4) Before leaving campus, evaluators summarize the evaluation results to University management and submit a written report within ten days.
  - (5) If external evaluations are impacted by force majeure, evaluators may conduct interviews and inspect facilities via video conferencing.
  - (6) Evaluated units may appeal the results after receiving the written evaluation report.
4. Evaluator Training
- (1) The evaluation manual should be distributed to evaluators one week before the on-site evaluation to help them become familiar with the university's evaluation regulations and procedures. Evaluators must also attend an orientation meeting on the day of the evaluation.
  - (2) The training content covers the evaluation cycle and goals, evaluation planning, evaluation items, and reference standards, on-site evaluation schedules, result recognition, guidelines for writing on-site evaluation reports, criteria for determining results, and the application of evaluation results.

5. Appeals

After receiving the evaluation report, the evaluated units may file an appeal with the Secretariat within ten days under the following circumstances:

- (1) Procedural violations during the on-site evaluation.
- (2) Data, information, or text in the report is inconsistent with the unit's actual situation, leading to inaccurate findings.

Appeals are addressed by convening the evaluation team to investigate and verify. Additional explanations may be requested from the evaluated unit. The evaluation team must submit the results within 30 days of the evaluation's conclusion.

6. Review and Improvement

- (1) After the on-site evaluation, the evaluated unit must convene its Self-Evaluation Execution Committee to review the results.
- (2) Evaluation results and improvement plans must be submitted to the University-level Self-Evaluation Execution Committee and the Self-Evaluation Steering Committee for review.
- (3) The self-improvement plan for the evaluated unit shall be submitted to the university-level self-evaluation executive committee for record.
- (4) At the end of each academic year, the evaluated unit must complete a "Self-Improvement Checklist," which the relevant committees will review and track annually until all issues are resolved.

**Article 5** Self-Evaluation Report

The self-evaluation report must include both qualitative and quantitative data, as well as the following:

1. Relevant regulations for self-evaluation.
2. Planning, implementation, and self-evaluation outcomes (including unit overview, organization and development, support systems, evaluation objectives, selection of committee members, evaluation procedures, evaluation items, and corresponding indicators).
3. Assessment mechanisms (including the application of results, follow-up evaluations, and continuous improvement effectiveness).
4. Handling and tracking of quality assurance results.
5. Lists of internal and external evaluation committee members.
6. Participation of internal personnel in evaluation-related training or workshops.

**Article 6** Implementation and Amendments

These guidelines will be implemented upon approval by the Executive Council and will also apply to all amendments.

If there is any discrepancy between the Chinese and English versions, the Chinese version will take precedence.