

# Yuan Ze University Regulations for School Self-Evaluation

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October 8, 2012, Amended and Approved by the 5th Executive Council Meeting of the 2012 Academic Year  
February 20, 2013, Amended and Approved by the 12th Executive Council Meeting of the 2012 Academic Year  
May 22, 2013, Amended and Approved by the 18th Executive Council Meeting of the 2012 Academic Year  
June 5, 2013, Amended and Approved by the 2nd University Affairs Meeting of the 2013 Academic Year  
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**Article 1** To promote university development, establish self-evaluation mechanisms for various units, enhance overall educational quality, and improve operational performance, Yuan Ze University (hereinafter referred to as “the University”) has formulated the *Regulations for School Self-Evaluation of Yuan Ze University* (hereinafter referred to as “these Regulations”).

**Article 2** Evaluation Objects and Schedule

These Regulations apply to the academic and administrative units established under the University's organizational regulations. The evaluation schedule follows a six-year cycle. Units evaluated by domestic or international professional evaluation agencies entrusted by the University may be exempt from evaluation within their valid certification period.

1. The school evaluation is conducted according to the *Institutional Accreditation Plan* by the Higher Education Evaluation & Accreditation Council of Taiwan.
2. The evaluation of academic units is conducted according to the *Regulations for Academic Unit Self-Evaluation Operation of Yuan Ze University*.

### **Article 3** Evaluation Organization

The Self-Evaluation Steering Committee guides self-evaluation matters, reviews results, and develops improvement strategies. Various levels of self-evaluation execution committees are also formed to plan, supervise, promote, and track evaluation matters. The committee members serve a term of two years and may be reappointed after the term expires.

1. The Self-Evaluation Steering Committee of 7-13 members comprises the President, senior scholars with outstanding academic performance from inside and outside the University, and representatives from industry and government. The President is the convener. External members make up more than three-fifths of the committee. Internal and external members are recommended by the Executive Vice President and then appointed by the President.
2. The University-level Self-Evaluation Execution Committee consists of the Executive Vice President, Deans of Academic Affairs, Student Affairs, General Affairs, Research and Development, Information Technology, Global Affairs, Secretary General, Directors of the Personnel Office, Accounting Office, Environmental Protection and Occupational Safety and Health Center, College of General Studies, and College Deans. The President appoints the convener.
3. The College-level Self-Evaluation Execution Committee comprises 5-9 internal members and supervisors within the College. The supervisor serves as the convener, and internal members are recommended by the supervisor and then appointed by the President.
4. Each unit-level Self-Evaluation Execution Committee is composed of the unit supervisor and 3 to 9 internal members. The unit supervisor serves as the convener. Internal members are recommended by the unit supervisor and appointed by the President after approval.
5. The Secretariat Office serves as the coordinating unit for self-evaluation at the university level, responsible for planning and promoting self-evaluation activities. It also forms a university-level evaluation working group to handle evaluation-related tasks. Members of the university-level evaluation working group include the Secretary General, administrative staff, and staff from the evaluated units. Evaluated units may establish working groups as needed.
6. The evaluation task force of the evaluated unit is responsible for executing the evaluation, collecting data, and drafting the report. Its

members include the unit supervisor, faculty members, and administrative staff.

7. Supervisors and staff of evaluated units must attend at least one evaluation-related training course organized by the University or external organizations before the internal evaluation. However, if professional evaluation agencies entrusted by the University have specific requirements, those regulations shall prevail.

#### **Article 4** Appointment of Evaluation Committee Members

1. **Internal Evaluation Committee Members:** The on-site evaluation committee is composed of 3 to 5 members. The unit recommends five internal members and five external members, from which the President selects and approves the final appointees. The convener is elected among the committee members. The committee members' term begins on the appointment date and ends with the conclusion of the on-site evaluation phase, with the possibility of reappointment. Internal members must be full-time faculty members of the rank of associate professor or above with prior experience as department (or equivalent unit) supervisors at the University. External members must have higher education teaching experience and prior experience as department (or equivalent unit) supervisors at the rank of associate professor or above, or be representatives from relevant professional industries.

#### **2. External Evaluation Committee Members:**

- (1) The on-site evaluation committee is composed of 3 to 5 members. External evaluation members for academic unit evaluations must be individuals from outside the university with higher education teaching experience and prior experience as department (or equivalent unit) supervisors at the rank of associate professor or above, or representatives from relevant professional industries. The evaluated unit shall recommend 6 to 10 candidates. The list is reviewed and approved by both the College-level and University-level Self-Evaluation Execution Committees. The final selection and appointment are made by the President from the approved list. The convener is elected from among the appointed committee members.
- (2) The selection of external evaluation members for university evaluations is conducted in accordance with the regulations set by domestic or international professional evaluation agencies entrusted by the Ministry of Education.

- (3) All external committee members must be external to the University and follow conflict of interest principles. The official term is from the appointment date until the end of the on-site evaluation stage and may be renewed.

**Article 5** Conflict of Interest Principles for External Evaluation Committee Members

External committee members must recuse themselves if:

1. They have held a full-time or part-time position at the University for three years.
2. They have applied for a full-time position at the University in the past three years.
3. They are graduates of the University.
4. They have received an honorary degree from the University.
5. Their spouse or immediate family members are current staff or students at the University.
6. They have held any paid or unpaid position at the University in the past three years and have a conflict of interest.
7. They have had no commercial dealings with the University in the past two years.

All committee members must keep all evaluation-related information confidential.

**Article 6** Evaluation Items

Covers educational goals, curriculum, teaching, faculty, learning resources, learning outcomes, graduate career tracking, and self-improvement mechanisms. Units may set evaluation indicators according to university development and departmental characteristics and the evaluation regulations of the period.

**Article 7** Evaluation Procedures

Units conduct self-evaluation in two stages: internal and external evaluations. The procedure includes unit presentations, document reviews, site and equipment inspections, and interviews with relevant personnel. If there are specific regulations from professional evaluation agencies entrusted by the University, those regulations prevail.

**Article 8** Evaluation Results

1. The results of the self-evaluation for academic units may be classified into three categories: "**Passed (valid for six years),**" "**Passed (valid for three years),**" and "**Re-evaluation required.**" The evaluation

results are reviewed and approved by the University-level Self-Evaluation Execution Committee and the Self-Evaluation Steering Committee. After being confirmed by the evaluation agency, the results and the full on-site evaluation report are published on the University's website.

2. Evaluation results serve as a basis for improvement for the evaluated units and as a reference for resource allocation adjustments, revision of mid- to long-term plans, and university development planning.

If there are specific regulations from professional evaluation agencies entrusted by the University, those regulations prevail.

**Article 9** Follow-up on Evaluation Results

1. Units with a “Passed” evaluation result must submit a self-improvement plan within three months of the evaluation and complete the improvements within one year.
2. Units with a “Conditionally Passed” evaluation result must submit a self-improvement plan within three months of the evaluation, complete the improvements within one year, and undergo a follow-up evaluation before the conditional pass period ends.
3. Units with a “Failed (re-evaluation required)” result must restart the evaluation process, re-examine the evaluation items, reorganize the data within one year, and re-evaluate after completing the improvements.
4. Improvement plans and implementation outcomes submitted by evaluated units are continuously tracked by various levels of self-evaluation execution committees and included in the following evaluation cycle.

**Article 10** These Regulations are implemented after approval by the University Affairs Meeting, and the same applies to amendments.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.
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