

National Kaohsiung University of Science and Technology

Guidelines for Self-Evaluation of the College of Foreign Languages

Passed at the 4th College Affairs Meeting of the 2018 Academic Year on December 11, 2018

Article 1.

Guidelines for the Self-Evaluation of the College of Foreign Languages (hereinafter referred to as “the Guidelines”) are formulated in accordance with Regulations Governing the Self-Evaluation of National Kaohsiung University of Science and Technology (NKUST) with the aim of establishing the mechanism of self-evaluation and conducting the self-evaluation to seek excellence and improvement in the overall education quality.

Article 2.

The categorization of the evaluated units is done in accordance with the regulations governing the NKUST’s evaluations of various types. The evaluation items are determined to meet the needs of the current evaluation. The content and criteria for the evaluation reference shall follow the evaluation regulations and their amendments issued by the Ministry of Education, and the evaluation results may show the operational effectiveness of the evaluated units and their academic and educational quality.

Article 3.

To conduct the College’s self-evaluation, the evaluation committee should be established to handle the matters of planning and implementing a self-evaluation, drafting the self-evaluation reports, conducting an on-site evaluation, and undertaking a self-examination for future improvements.

Article 4.

The College’s Evaluation Committee is comprised of the dean of the College, chairpersons of departments and two faculty members recommended by each department (with priority given to professors). The Dean of the College acts as the convener. The Evaluation Committees shall also be established in the departments and degree programs with the responsibility to execute the evaluation within the departments and degree programs. The guidelines for the organization of the evaluation committee and implementation are formulated by each department and degree program.

Article 5.

Before the evaluations are announced by the Ministry of Education, the College should complete the self-evaluation every five years. If the College's departments and degree programs have been evaluated by national or international professional evaluation organizations accredited by the Ministry of Education, they are allowed not to conduct the self-evaluation in Article 6 with the approval by the President of NKUST.

Article 6.

The College's self-evaluation involves internal evaluation and external evaluation. When internal evaluation is undertaken, the evaluated unit is allowed to appoint self-evaluation committee members on-campus or off-campus by selection. Among the committee members, at least one off-campus committee member should be invited. When external evaluation is undertaken, only off-campus committee members can be appointed by selection. The appointment by selection should avoid any conflict of interest. To conduct the self-evaluation, the evaluated unit is allowed to appoint 3 to 5 self-evaluation committee members by a selection approved by the Evaluation Committee and by the President of NKUST. The responsibilities of Evaluation Committee members involve the provision of suggestions and evaluation results for future improvements. External committee members appointed by the departments and degree programs are composed of teachers with much experience in higher education and representatives from professional fields in industry. Except for special domains, all higher education committee members should be professors.

Article 7

The evaluated unit may make an appeal to the NKUST's Evaluation Steering Committee within fourteen days after receiving the preliminary reports. The reasons for the appeal include "the flawed process" of the evaluation and "an ungentine description" in the evaluation report.

Article 8

The results of self-evaluation of the NKUST are marked with "pass", "conditional pass" and "failure." The results serve as the important basis for the adjustment of the admission quota, resources distribution, ongoing mid-term revisions, long-term development projects and the addition, alternation, and merger of teaching research centers.

Article 9

Other matters not stated in these Guidelines are handled in accordance with the relevant regulations established by NKUST and the Ministry of Education.

Article 10

These guidelines shall be implemented upon the approval by the College Affairs Council, and the same shall be done for any amendments thereto.