

# **Ming Chuan University Enforcement Rules for University Affairs Self-assessment**

Passed at the 250<sup>th</sup> Administrative Council Meeting on February 25, 2013

## **Article 1 Basis:**

Ming Chuan University (herein referred to as the university) established these enforcement rules in accordance with Article 2 Item 3 of Ming Chuan University Procedures for Self-Assessment. The purposes of these enforcement rules are to continuously implement improving mechanisms for university affairs and to enhance competitiveness.

## **Article 2 Applicability:**

These enforcement rules are applicable to all units involved in university affairs assessment.

## **Article 3 Organization and Duties:**

A The University Self-assessment Steering Committee is established to accommodate the need for university affairs self-assessment. The president serves as committee chair; the committee members include the university affairs consultant, vice president and first-level directors. The executive director of the Research and Development Division (herein referred to as the R&D Division) serves as the program general secretary in charge of the planning, promotion, implementation, supervision and follow-up affairs of self-assessment.

R&D Division is in charge of all matters related to university affairs self-assessment.

## **Article 4 Assessment procedure:**

1. University affairs self-assessment will be carried out by all units associated with the self-assessment in accordance with the implementation plan drafted by the University Assessment Center and the timeline scheduled by R&D Division.
2. All related units are required to complete a self-assessment report in accordance with the timeline, and send it to R&D Division for archiving to be reviewed by the University Assessment Committee.
3. R&D Division and units related to university affairs assessment are required to revise the self-assessment reports based on the comments of University Affairs Assessment Committee and send them to the University Assessment Center.

4. The Assessment Center will then arrange site visits, which include the assessed unit's brief presentation, documents, venues and equipment evaluation, and related personnel interviews. Assessment committee members shall record assessment comments and suggestions after the site visit.
5. R&D Division and units related to university affairs assessment are required to respond to the assessment comments and revise self-assessment reports one month before the timeline designated by the Assessment Center and send to the University Assessment Committee for review.
6. University Affairs Self-assessment reports, site visit comments and responses are to be sent to the University Assessment Center within the designated timeline.

**Article 5 Assessment Schedule:**

University Affairs self-assessment is implemented every three to five years. However, the schedule will be adjusted in accordance with university accreditation timeline announced by Ministry of Education.

**Article 6. Assessment Committee member qualifications:**

From four to seven members should be appointed to the University Affairs Self-assessment Committee. The members will be chosen from a recommendation roster provided by Higher Education Evaluation & Accreditation Council of Taiwan.

**Article 7 Follow-up and Evaluation of assessment results**

The evaluated units in the University Affairs self-assessment must establish improvement projects and propose results of implementing these in accordance with the assessment results within the designated timeline. The improvement projects and achievements must be brought into the next assessment. The assessment results and improvement status of each unit will be taken into consideration when adjusting resource allocation, unit organization, and for annual evaluation of unit performance.

**Article 8 Announcement and Implementation**

Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.