

Implementation Guidelines for Self-Evaluation in the Department of Applied Chinese at Kainan University

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Revised and Approved at the 2nd Teaching Unit Self-Evaluation Working Group Meeting on April 21,
109 (Academic Year 108)

I. Purpose: The Department of Applied Chinese at Kainan University (hereinafter referred to as the department) establishes these guidelines in accordance with the 'Kainan University Self-Evaluation Regulations' to enhance the quality of teaching, research, service, and counseling, ensuring effective student learning outcomes.

II. Implementation of Self-Evaluation: The implementation includes two stages: internal self-evaluation and external self-evaluation. Internal self-evaluation is conducted every two years, with a minimum of three evaluators, including external members if necessary. External self-evaluation is conducted every five years, with all evaluators being external members.

III. Formation of Self-Evaluation Working Group: To conduct the self-evaluation, the department establishes the 'Kainan University Department of Applied Chinese Self-Evaluation Working Group' (hereinafter referred to as the working group). The group consists of all full-time faculty members, with the department head serving as the convener. If necessary, external scholars or experts may be invited as evaluation consultants.

IV. Tasks of the Working Group:

1. Plan the self-evaluation process and schedule based on the self-evaluation items and procedures.
2. Draft the self-evaluation report, subject to review and approval by the working group, and submit it for review by the Humanities and Social Sciences College Self-Evaluation Working Group.
3. Revise and finalize the report based on the review recommendations and submit it to the Teaching Unit Self-Evaluation Working Group for record.
4. Plan and conduct on-site evaluations.
5. Propose a self-improvement plan (including the schedule) based on the evaluators' opinions and submit it for approval by the Teaching Unit Self-Evaluation Working Group.
6. Nominate internal self-evaluation committee members and seek approval from the college dean.
7. Other matters related to the department's self-evaluation.

V. Approval of Self-Improvement Plan:

The self-improvement plan and any other revisions, additions, or explanations are submitted to the departmental meeting for approval. This plan serves as the basis for improving the department's teaching, research, service, and counseling.

VI. Appointment of Internal Self-Evaluation Committee:

1. Members of the internal self-evaluation committee must meet one of the following criteria: Previously served as evaluators for the Ministry of Education's organized or commissioned evaluations of universities or colleges.
2. with teaching experience in higher education or representatives from relevant industries in the professional field.
3. Associate professors or higher-ranking faculty members who have received evaluation training within the university.

VII. Self-Evaluation Process:

1. Planning and Preparation Phase:
 - a. Establish the self-evaluation working group.

- b. Plan self-evaluation-related matters.
- c. Attend the university's briefing session on departmental evaluations.

2. Internal Self-Evaluation Phase:

- a. Collect relevant evaluation information.
- b. Complete the self-evaluation report.
- c. Hire internal self-evaluation committee members.
- d. Conduct internal self-evaluation.
- e. Propose a self-improvement plan.

3. Self-Improvement Phase:

- a. Implement self-improvement initiatives.
- b. Continuously enhance self-improvement efforts.

4. External Self-Evaluation Phase:

- a. Collect relevant evaluation information.
- b. Complete the self-evaluation report.
- c. Undergo external self-evaluation.
- d. Propose a self-improvement plan and incorporate it into the department's annual plan.

5. Self-Improvement Phase:

- a. Implement self-improvement initiatives.
- b. Continuously enhance self-improvement efforts.

VIII. Funding: The required funds for the evaluation will be allocated by the university's evaluation planning unit and the department's relevant annual budget.

IX. Approval and Implementation: These guidelines are approved by the departmental meeting, college meeting, and Teaching Unit Self-Evaluation Working Group meeting. They are submitted for approval by the university president and will be implemented upon approval. Amendments will follow the same process.