

# **Key points on the Establishment and Evaluation of the Subsidiary Units for the College of Engineering in National Chung Hsing University**

Approved by the Management Meeting of the College on 9 September 2020

- I. In order to regulate the establishment and evaluation of the Subsidiary Units for the College of Engineering in National Chung Hsing University (hereinafter referred to as the College), the College has established "Key Points on the Establishment and Evaluation of the Subsidiary Units for the College of Engineering in National Chung Hsing University" (hereinafter referred to as the Key Points) in accordance with the "Regulations on the Establishment and Evaluation of the Subsidiary Units for the Various Colleges in National Chung Hsing University".
- II. An application for establishment as a subsidiary unit of the College should be submitted with a proposal for establishment and the method of establishment for examination. The contents should include:
  - (I) Establishment plan: the purpose of establishment, duration, organizational structure, positioning of the unit, the scope of business, operational scope, sources of funding, expected results, self-evaluation indicators and methods, and measures for cooperation with relevant units.
  - (II) The method of establishment: the basis of establishment, purpose, organization, method of selection and tenure of office of the head of the unit and related personnel, and source of funding.
  - (III) Depending on the nature of the application for the establishment of the College's subsidiary units, the evaluation process is as follows:
    1. The College's subsidiary units within the College's establishment: After approval by the Management Meeting of the College and the Research & Development Meeting, the proposal will be submitted to the MOE for approval to establish after its organizational regulations have been amended by the Personnel Office of the University.
    2. The College's subsidiary units outside the College's establishment: After the approval is made by the Management Meeting of the College, it is established after being submitted to get approval at the Research & Development Meeting.
- III. Each of the College's subsidiary units shall be evaluated for the first time after it has been in existence for five years (based on the accounting year), and thereafter the evaluation cycle shall be determined based on the results of the evaluation.
- IV. The evaluation process involves the following items:
  - (I) Organizational functions.
  - (II) Academic integration.
  - (III) Performance of teaching, research, and service promotion.
  - (IV) Cash income.
  - (V) Others.

The format of the evaluation report and the weighting of each item shall be determined by the College's Supervisory Meeting.

- V. The College shall propose in January of that year the subsidiary units to be appraised for that year and shall establish a subsidiary unit evaluation committee. The Dean of the College shall be the convener and chairperson of the committee. The Dean of the College shall nominate at least six external scholars and experts in the relevant fields, and then submit to the President of the school to appoint three members among them. The committee will be automatically dissolved upon completion of the year's evaluation exercise.
- VI. Each appraised unit of the year should submit the evaluation report by the end of May and complete the evaluation practice by the end of July of the same year. The evaluation results and improvement plans will be sent to the College by the end of February of the following year, and the College will forward them to the Research and Development Office for approval and reference.
- VII. The evaluation results are classified into four levels: "Excellent", "Good", "To be improved" and "Fail".
  - (I) Units with "Excellent" evaluation results shall be evaluated every five years.
  - (II) Units with "Good" evaluation results shall be evaluated once every three years.
  - (III) Units with "To be improved" evaluation results shall be re-evaluated in the following year.
  - (IV) Units with two consecutive evaluation results of "To be improved", or units with one evaluation result of "Fail", shall be abolished or merged into other relevant units.
- VIII. If a unit is abolished or merged as a result of the evaluation, it may, within one month of receipt of the notice of abolition or merger, submit an appeal at the Management Meeting of the College. The number of appeals shall be limited to one.
- IX. Applications for the establishment of the College's subsidiary units, the fees of the officers, manpower cost, funding, space, and mergers are handled in accordance with the relevant regulations of the University.
- X. The key points will be sent to the Office of Research and Development for approval/reference and implementation after being approved by the Management Meeting of the College. The same applies to amendments.