

National Chung Hsing University College of Engineering
Guidelines for the Establishment and Evaluation of Affiliated Units

Adopted by the College Affairs meeting on September 9, 2020
Amendment by the College Affairs meeting on March 15, 2022

- Article 1. The College of Engineering of National Chung Hsing University (hereinafter referred to as the College), in order to standardize the establishment and evaluation of affiliated units within the college, based on the "Regulations for the Establishment and Evaluation of College-Level Affiliated Units of National Chung Hsing University" designates the "Guidelines for the Establishment and Evaluation of Affiliated Units of the College of Engineering, National Chung Hsing University" (hereinafter referred to as the Guidelines).
- Article 2. Applications to establish affiliated units in the College should submit establishment plans and establishment methods for review. The content should include:
1. Establishment plan: purpose of establishment, duration, organizational structure, positioning of the unit, scope of business, space for operation, sources of funding, expected results, self-assessment indicators and methods, and measures for cooperation among related units, etc.
 2. Method of establishment: basis for establishment, purpose, organization, method of selection and term of office of the head of the unit and relevant personnel, source of funding, etc.
 3. Depending on the nature of the application for the establishment of an affiliated unit of the College, the procedure for review is as follows:
 - i. Establishment of the affiliated units of the College: After the approval of the College Affairs Meeting and the Research and Development Meeting, it will be submitted to the NCHU Affairs Meeting for review and approval. After the approval of the NCHU Affairs Meeting, the Personnel Office of the University will revise the organization regulations and submit them to the Ministry of Education for approval.
 - ii. Extra-institutional Affiliated Units: After the approval of the College Affairs Meeting, the units will be sent to the Office of Research and Development for consideration and approval before being established.
 - iii. Professional School Administration: After the approval of the College Affairs Meeting and the Research and Development Meeting, the affiliated College unit will be established after the approval of the NCHU Affairs Meeting.

Article 3. Each affiliated unit of this college shall undergo the first evaluation after being established for five years (based on the fiscal year), and thereafter, the evaluation cycle shall be determined based on the evaluation results.

Article 4. The evaluation includes the following items:

1. Organizational functions
2. Academic integration
3. Performance of teaching, research, and outreach services
4. Cash income
5. Others

The format of the evaluation report and the weighting of each item will be determined by the College Administrative Meeting.

Article 5. The evaluation process is as follows.

1. The college shall submit the list of affiliated units to be evaluated for the year by January of each year.
2. Self-evaluation report: The evaluated unit shall submit three hard copies and one electronic copy of the report to the college by the end of May of the same year.
3. On-site evaluation: This includes presentations by the evaluated unit, personnel interviews, document reviews, facility visits, etc. The schedule shall be planned by the evaluated unit, and the on-site evaluation shall be completed by the end of July of the same year.
4. Response to evaluation opinions and improvement plans shall be submitted to the college for review by the Office of Research and Development and the Office of Academic Affairs by the end of January of the following year after the on-site evaluation.

Article 6. The evaluation work includes the following items:

(The evaluation committee may adjust within the allocation range according to the category of each affiliated unit, with a total sum of 100%).

1. Organizational functions
2. Academic integration
3. Performance of teaching, research, and outreach services
4. Cash income
5. Others

Article 7. The college shall establish an evaluation committee for affiliated units, chaired by the Dean serving as the convener and chief commissioner. The members shall consist of at least six scholars or experts from relevant fields nominated by the dean from outside the university. The President shall appoint three

people out of the people nominated by the Dean. The committee shall be dissolved automatically after completing the evaluation tasks for the year.

Article 8. The evaluation results are categorized into four grades: “Excellent”, “Good”, “To be improved” and “Not passed”.

1. For “Excellent” results, the evaluation will be conducted every five years.
2. Those with “Good” assessment results will be conducted once every three years.
3. Those with “to be improved” results shall be reevaluated in the following year.
4. If the evaluation result is “to be improved” for two consecutive times, or if the evaluation result is “Not passed”, the unit shall be abolished or consolidated to other related units.

Article 9. If there is any objection to the evaluation result, it may be filed with the College Affairs Meeting within one month after receiving the notification of abolition or consolidation, and may be filed only once.

Article 10. All affiliated units of the College shall apply for establishment review, administrative expenses, personnel, funds, space, abolition, and consolidation in accordance with the relevant regulations of the university.

Article 11. These guidelines shall be implemented after being approved by the College Affairs Meeting and reviewed by Office of Research and Development. The same process applies to revisions.