

# **Guidelines on Department-level Self-Evaluation by Department of Digital Media Design at I-Shou University**

Ratified and promulgated by the President on January 6, 2012

- I. The department-level self-evaluations conducted by the Department of Digital Media Design (hereinafter referred to as “the Department”) are divided into yearly evaluations (internal evaluations) and multi-year evaluations (external evaluations). Major evaluation items and evaluation procedures for the two different evaluations shall be governed by relevant regulations of I-Shou University (hereinafter referred to as “the University”).
- II. The Department shall establish a Department-level Self-Evaluation Task Force (hereinafter referred to as “the Task Force”) to carry out yearly evaluations and multi-year evaluations.
- III. The Task Force comprises the Department Chair, the Associate Chair, and several full-time faculty members of the Department to plan and carry out self-evaluations of the Department.
- IV. Regarding multi-year evaluations, the Department shall form a Self-Evaluation Advisory Committee (hereinafter referred to as the “Committee”) and carry out a self-evaluation one semester prior to the on-site visit by the Higher Education Evaluation & Accreditation Council of Taiwan. The Department shall recommend candidates from outside the University as members to the Committee to the Dean of the College of Communication and Design. The recommendation must comply with the principles of conflict of interest stipulated by the Higher Education Evaluation & Accreditation Council of Taiwan. The Dean shall submit a candidate list to the President for selection. The President will then select and appoint three candidates to form the Committee, and the President shall also appoint one committee member to serve as the convener of the Committee.
- V. The qualifications of the committee members shall be governed by Subparagraph 6 of Provision 3 of the Guidelines on Recognition of Self-Evaluation Results of Universities and Domestic & Overseas Professional Evaluation Institutions promulgated by the Ministry of Education. The Self-Evaluation Advisory Committee shall be composed of faculty members who have teaching experiences in higher education and representatives from the industry in specialized fields.
- VI. Any matter not mentioned herein shall be governed by the Self-Evaluation Guidelines for University Affairs and Institutional and Departmental Level at I-Shou University and the

Regulations for Institute and Department-level Self-Evaluation at I-Shou University.

VII. The Guidelines become effective after being adopted by the College Affairs Council and ratified and promulgated by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*