

## **Regulations on the Establishment, Management and Evaluation of College-Level Centers, College of Liberal Arts, National Cheng Kung University**

Approved on September 19<sup>th</sup>, 2019 by the 1<sup>st</sup> College Council Meeting in the 1<sup>st</sup> Semester of the Academic Year 2019

1. The College of Liberal Arts of National Cheng Kung University (hereinafter referred to as the College) formulates these regulations in accordance with the principles of the establishment, management and development of College-level Centers and see to it that they are functioning properly. Regulations are formulated according to the Principles for the Establishment and Management of National Cheng Kung University College-Level Centers.
  
2. In order to handle matters regarding the establishment, management, evaluation and abolition of the college-level centers, the College of Liberal Arts of National Cheng Kung University shall set up the "National Cheng Kung University College of Liberal Arts College-Level Centers Review Committee" (hereinafter referred to as the "Review Committee"), with the Dean as the convener, and 7 to 9 professors invited from relevant fields, and relevant personnel may be invited to attend the meeting if need be.
  
3. The College-Level centers of the College of Liberal Arts may apply for establishment in accordance with the following principles:
  - (1) In order to meet the needs of college development, the application for establishment shall be submitted upon the request of the Dean.
  - (2) In order to promote cross-departmental and cross-field collaboration, the full-time faculty members of the College may jointly submit an application.
  
4. To apply for the establishment of a college-level center, applicants shall set up a plan for the establishment of the plan and formulate the method for the establishment of the center for review. The contents of which shall include:
  - (1) Set up the plan: the purpose of establishment, organizational structure, the positioning of the center, operation mode, specific business scope, space and personnel use management plans, funding sources, expected results, self-assessment indicators and methods, etc.
  - (2) Establishment methods: establishment basis, objectives, specific work content, director selection methods and tenure, relevant personnel selection and assessment methods, funding sources, etc.

5. The budget and personnel needed by the college-level centers are raised by themselves on the principle of self-sufficiency.
6. The establishment of or changes made to the college-level centers shall, according to the nature of the centers, go through the review procedure as follows:
- (1) For centers off infrastructure: After evaluated by the review committee and submitted to the College Council meeting for approval, it will be submitted to the NCKU President for approval in accordance with administrative procedures.
- (2) For centers within the college infrastructure: Centers that must be included in the organizational regulations, after being evaluated by the review committee, it is submitted to the College Council meeting for approval, then it is sent to the University Administrators' meeting, and then the University Council meeting for evaluation and approval, before it can be sent to the Ministry of Education for approval after the university organizational regulations are amended in accordance with administrative procedures.
7. College-level centers should be subjected to regular evaluations. The evaluation covers the following items, and the ratio each item takes up is decided by the review committee members.

(1) Evaluation items:

1. Organizational and administrative efficiency

- (1) The consistency of operation direction with the purpose of the establishment.
- (2) The organizational structure, rules and regulations, manpower allocation, software and hardware equipment and management system of the center.
- (3) The smoothness of the actual operation, the collaboration between all departments and development direction of the College.

2. Substantial performance and results of the implementation

- (1) Academic results, service activities or talent-cultivation that caters to the purpose of the establishment.
- (2) Concrete collaboration methods and results in terms of teaching, research or service with related on-campus and off-campus units.
- (3) Other substantially promoted works and results.

3. Expenditure planning: total annual expenditure income and expenses and the details as well as financial planning.

#### 4. Future planning and outlook.

##### (2) Evaluation procedures:

###### 1. Self-assessment report:

When receiving an appraisal, each center shall submit a self-assessment report in accordance with the appraised items in the preceding paragraph. The report is drafted with data on a basis of five years, and the content of this report is limited to 50 pages. The content is uniformly typed with the font 14 in regular script (Times New Roman), the annexed information supporting the content is not limited by the number of pages.

###### 2. Field visits and evaluation:

(1) The evaluated unit should be notified one month before the date of field visit and evaluation. If there are further details the committee members wish to understand, they should raise them one week before the date of visit and evaluation.

(2) A field visit and evaluation includes a briefing of the evaluated unit, field visit and panel discussion. The schedule is planned by the evaluated unit.

(3) Panel discussion minutes should be forwarded to the College of Liberal Arts within one week after the field visit.

###### 3. Evaluation Committee Meeting:

(1) After the completion of all field visits and evaluations of all College-level centers, an evaluation committee meeting is convened. There should be more than two-thirds of committee members present and an approval of more than two-thirds of all attending committee members to have evaluation decisions made.

(2) Evaluation results are “excellent”, “fair”, and “to be improved.” Those centers will “fair” or “to be improved” evaluation results should submit a self-improvement report to the College within 6 months after receiving the evaluation results.

8. The review committee members receive no payment, but members from off-campus are entitled to receive the attendance fee and transportation fare in accordance with relevant regulations. The expenses required by college-level centers in the reviewing process shall be borne by each center itself.

9. College-level centers with one of the following situations should be terminated:

(1) The termination of the center has been raised with the counseling committee for

discussion and has been approved. The dean files an application for its termination.

(2) The center has not reached the purpose of its establishment or fails to achieve its proposed functions and its operation does not need to be continued.

The centers fit to be terminated after the conclusion has been reached by the evaluation committee will complete its termination procedure according to article 6 of this regulation.

10. This regulation is implemented after its being approved by the college affairs meeting. Same with amendments made to it.