

# 義守大學餐旅管理學系自我評鑑實施要點

九十六學年度第一學期第一次系務會議初訂通過(96.08.07)

- 一、 依據「義守大學系所評鑑施行要點」第四條之規定，特訂定「義守大學餐旅管理學系自我評鑑實施要點」〈以下簡稱本要點〉。
- 二、 本要點之目的在規範系所評鑑各相關工作之執行，以促進本系教學、研究、服務與輔導之成效。
- 三、
  - (一) 為配合執行系評鑑各相關工作，特設立餐旅管理學系所自我評鑑工作小組（以下簡稱本小組）。
  - (二) 本小組由系務會議於每學年第二學期結束前產生，授權執行有關係所評鑑之相關事宜。
  - (三) 本小組由本系所專任教師互選三至八人組成之，系所主管為當然委員，並擔任召集人及對外聯絡窗口。委員任期一年，得連任之。
  - (四) 本小組任務與權責如下：
    1. 負責依據高等教育評鑑中心基金會以及本校研發處所擬定之評鑑項目撰寫系所自我評鑑報告，並得要求非本小組成員教師提供必要之協助。
    2. 負責推薦本系所所屬組別之院級評鑑委員會委員三至六人，送院長轉呈校長敦聘之。
    3. 負責籌備、執行院級評鑑委員實地訪評之一切事宜。
    4. 依據院級評鑑委員評鑑結果書面報告，負責進行修正、增補與說明等工作，並得就相關缺失提出改進計畫書（含改進時程），以完成並提交院長自我評鑑總報告初稿。
    5. 依據院長針對自我評鑑總報告初稿之修正意見做最後修正工作，完成並提交院長自我評鑑總報告定稿，由院長轉送校級評鑑委員審議。
    6. 其他經系所務會議通過交由或授權本小組處理之事務。

7. 本小組提交院長之自我評鑑總報告定稿中，有關改進計畫書（含改進時程）以及其他修正、增補與說明部分，應單獨提交系所務會議議決如何落實與執行，以做為改進本系所教學、研究、服務與輔導等工作之依據。

四、前條所謂院級評鑑委員，需為具有高教教學經驗和行政經驗之副教授以上資格者。 校外委員不得少於二分之一。

五、本要點經系所務會議通過後，送院務會議審議通過後，送請校長公告實施，修正時 亦同。

# **Guidelines on Implementation of Departmental Self-Evaluation by Department of Hospitality Management at I-Shou University**

Approved on August 7, 2007 at the first meeting of the Departmental Affairs Council in the first semester of Academic year 2007

- I. The Guidelines on Implementation of Departmental Self-Evaluation by Department of Hospitality Management at I-Shou University (hereinafter referred to as the “Guideline”) are established in accordance with Article 4 of the Guidelines on Institute and Department-level Self-Evaluation at I-Shou University.
- II. The Guidelines aim to regulate the implementation of evaluation-related tasks and to improve the Department’s performance on teaching, research, and counseling & service.
- III.
  1. To cooperate with the implementation of self-evaluation tasks, the Department shall set up the Self-Evaluation Task Force (hereinafter referred to as the “Task Force”).
  2. The Task Force is established by the end of every second semester by the Departmental Affairs Council and is authorized to implement all relevant self-evaluation tasks.
  3. The Task Force consists of three to eight members elected among and by full-time faculty members of the Department. The Chair of the Department is the ex-officio member, convener and contact person. Members serve a one-year term and may be re-elected.
  4. The Task Force is responsible for:
    - a. writing the departmental self-evaluation report based on the evaluation items drafted by the Higher Education Evaluation & Accreditation Council of Taiwan and the Office of Research and Development of I-Shou University, and

- requesting the aid from non- member faculty members if necessary.
- b. recommending three to six candidates for the college-level Evaluation Committee to the Dean of the College, who then shall submit them to the President for appointment.
  - c. planning and implementing matters pertinent to the evaluation visits from members of the college-level Evaluation Committee.
  - d. revising, adding, and explaining based on the written evaluation report provided by the members of the college-level Evaluation Committee, and proposing an improvement plan for deficiency (including the timeline of improvement). The complete initial draft of a self-evaluation report shall be submitted to the Dean of the College.
  - e. the final revision of the report based on the Dean's feedback and revision. The final report shall be submitted to and approved by the Dean, who then forwards it to the university-level Evaluation Committee for review.
  - f. other affairs that have been approved by the Departmental Affairs Council or authorized to the Task Force.
  - g. The improvement plan (and its timeline) and other revisions, additions, and explanations described in the final self-evaluation report shall be separately submitted to the Departmental Affairs Council for deliberation on ways of implementation and enforcement of the improvements, which shall serve as the basis of improving the Department's performance on teaching, research, and counseling & service.

IV. For the aforementioned college-level Evaluation Committee, its members shall be at the rank of associate professor or higher, and must have teaching experience in higher education and administrative experience. At least one-half of the members must be from outside the University.

V. The Guidelines become effective after being adopted by the Departmental Affairs Council, and by the College Affairs Council as well as ratified by the President. The same procedure applies to any amendments to the Guidelines.

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