



財團法人高等教育評鑑中心基金會

Higher Education Evaluation and Accreditation Council of Taiwan

Operating Rules for the Appointment of Accreditation Recognition Committee Members and Reviewers in Overseas Higher Education Accreditation

Approved at the 13th meeting of the fifth-term Board of Trustees on June 21, 2021

1. In order to appoint Accreditation Recognition Committee members and reviewers for the overseas higher education accreditation (hereinafter “Overseas Accreditation”), the Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) hereby promulgated the Operating Rules in accordance with Article 10 of *Regulations Governing the Overseas Higher Education Accreditation*.
2. An Accreditation Recognition Committee member and a reviewer has the respective responsibilities as follows:
 - (1) Accreditation Recognition Committee members: to help review and revise a Review Report, and determine accreditation results in accordance with the related Council’s Regulations.
 - (2) Reviewer: to conduct site visits and matters related to accreditation in accordance with the related Council’s Regulations and the HEEACT Overseas Accreditation Handbook.
3. An Accreditation Recognition Committee Member ought to be proficient in English and meet one of the following qualifications:
 - (1) Having academic prestige, with experience in serving an executive position in an administrative/academic office, or as head of faculty in a program or department of a higher education institution, or other equivalent positions.
 - (2) Having professional prestige within the field of quality assurance with experience in executing domestic and/or overseas accreditation.
4. A Reviewer ought to be proficient in English and meet one of the following qualifications:
 - (1) Holding the position of associate professor or above in a higher education institution. Candidates with experience in serving an executive position in an administrative/academic office, or as head of faculty in a program or department of a higher education institution, are preferred.
 - (2) Having rich experience within the industry, with experience in serving an executive position.
 - (3) Possessing professional knowledge related to higher education quality assurance.
5. Appointment procedures of Accreditation Recognition Committee members and reviewers are as follows, respectively:
 - (1) Accreditation Recognition Committee members: An Accreditation Recognition Committee shall be composed of five to seven members, including the Council’s Executive Director, one Director, one research fellow, one expert, and one to three reviewers of the year. Experts and reviewers shall be recommended to the Council’s Executive Director by the Overseas Accreditation Working Group (hereinafter “Working Group”), and approved

- by Executive Director before being appointed.
- (2) Reviewers: Reviewers shall be recommended by the Council or international professional quality assurance agencies, and approved at a Working Group meeting before being appointed. Reviewers shall complete the Council's training before conducting a site visit.
- 6. The terms of Accreditation Recognition Committee members and reviewers are as follows, respectively:
 - (1) The term of Accreditation Recognition Committee members shall begin with their appointments until six months after the announcement of the applying unit's (hereinafter "applicant") accreditation results. Nonetheless, should the applicant file an appeal, the follow-up matters shall be reviewed, when appropriate, by the original Accreditation Recognition Committee.
 - (2) The term of reviewers shall be effective from the date of appointment to the announcement of the applicant's accreditation results.
 - 7. Whenever an Accreditation Recognition Committee member and a reviewer becomes vacant or incapable to perform his/her duties, a substitute may be nominated by the Working Group based on the needs. The substitute shall be appointed after the nominee is passed at the Working Group meeting and approved by Executive Director.
 - 8. Accreditation Recognition Committee members and reviewers shall bear the responsibility and obligation to keep confidential and avoid conflict of interests as to those matters related to Overseas Accreditation.
 - 9. The Operating Rules are promulgated and implemented following the approval of the Council's Board of Trustees.