



## Guidelines Governing the Appointment of Reviewers and Accreditation Recognition Committee Members for Institutional Accreditation

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1. The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated the Guidelines in order to effectively manage the appointment of Reviewers and Accreditation Recognition Committee Members for institutional accreditation.
2. The duties of Accreditation Recognition Committee Members and Reviewers are as follows:
  - (1) Accreditation Recognition Committee Members: provide consultation related to accreditation procedures of the Council, and review and decide accreditation results; and
  - (2) Reviewers: conduct the on-site visit and related work, in accordance with the Council’s regulations and annual work plan.
3. An Accreditation Recognition Committee Member must meet one of the following requirements. A Member must:
  - (1) Have a respected reputation within academia as well as previous experience as a university president or equivalent position;
  - (2) Have a respected reputation within his/her field of expertise, be familiar with university administrative affairs, and have the ability to operate and consider issues from a macro-level; and
  - (3) Have previous or current experience as a member on one of the Council’s Planning Committees for the program accreditation process, or as an Institutional Reviewer.
4. A Reviewer must meet one of the requirements below. A Reviewer must:
  - (1) Hold the position of professor, have a respected reputation within

academia or experience in institutional evaluation, and previous or current experience as a primary administrator, college dean, or equivalent position; and

(2) Have a respected reputation within his/her field of expertise or rich experience within the industry and previous or current experience as an executive administrator or equivalent position.

5. Appointment procedures for Accreditation Recognition Committee Members and Reviewers are as follows:

(1) Accreditation Recognition Committee Members: The Accreditation Recognition Committee is composed of eleven to fifteen Members. Candidates will be recommended by the Association of Private Universities and Colleges, the Association of National Universities of Taiwan or the Council. A candidate will be appointed after the approval of the Board of Trustees; and

(2) Reviewers: Candidates will be recommended by the institution under evaluation and the Council. A candidate will be appointed after the approval of the Board of Trustees and the completion of Council training.

If there is a vacancy on the Committee described in subparagraph one above, a replacement Member may be nominated based on need. The replacement will be appointed after the decision has been approved at a meeting of the Board of Standing Committee and then submitted to the Board of Trustees for record-keeping. The replacement member will serve out the remainder of the original Member's term.

6. Accreditation Recognition Committee Members and Reviewers serve the following term-lengths:

(1) An Accreditation Recognition Committee Member serves one term of one year. After the term expires and the Member has taken the required training courses, the Board of Trustees may approve his/her reappointment; and

(2) A Reviewer serves one term of one year and receives training at set intervals. If a Reviewer meets requirements, he/she may be reappointed and dispatched based on an assessment of accreditation needs.

7. Accreditation Recognition Committee Members and Reviewers must adhere to principles of confidentiality and the avoidance of conflicts of interest. A Member or Reviewer who violates these principles must be requested to amend their actions, and the matter will be taken into account when considering reappointment.

8. The Guidelines are promulgated and implemented following the approval of the Board of Trustees.