



財團法人高等教育評鑑中心基金會

Higher Education Evaluation and Accreditation Council of Taiwan

## **Guidelines Governing the Appointment of Accreditation Recognition Committee Members and On-Site Reviewers for the HEEACT Program Accreditation of Quality Assurance**

Revisions approved at the 14<sup>th</sup> meeting of the fourth-term Board of Trustees on September 14, 2017

Revisions approved at the 16<sup>th</sup> meeting of the fourth-term Board of Trustees on March 19, 2018

Revisions approved at the 2<sup>nd</sup> meeting of the fifth-term Board of Trustees on September 19, 2018

Revisions approved at the 11<sup>th</sup> meeting of the fifth-term Board of Trustees on December 25, 2020

Revisions approved at the 7<sup>th</sup> meeting of the sixth-term Board of Trustees on March 22, 2024

1. The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter “the Council”) formulated the Guidelines in order to effectively manage the appointment of Accreditation Recognition Committee Members and Reviewers to conduct accreditation of quality assurance for which the Council was commissioned, as well as to handle related training and reappointment.
2. The powers of the Accreditation Recognition Committee and Reviewers are as follows:
  - (1) Accreditation Recognition Committee Members: an Accreditation Recognition Committee for each academic discipline is composed of one Council representatives and four other experts from the relevant academic discipline. The chair should be elected by the committee members. The Committee assists the Council to make revisions on the accreditation process; recommend candidates to serve as Reviewers; and review and determine accreditation results for programs belonging to the academic discipline, for which it is responsible; and
  - (2) Reviewers: conduct the on-site visit and perform other evaluation and accreditation-related work in accordance with the Council’s regulations and annual work plan.
3. Members of the Accreditation Recognition Committee must possess a professional reputation within their academic discipline, and meet one of the requirements below. A Member must either:
  - (1) Have academic prestige within his/her respective field as well as previous experience as a primary administrator, administrative Trustee, Trustee of an academic program, or an equivalent position;

and

- (2) Have professional prestige within his/her respective industrial field as well as previous experience in an executive position or an equivalent position.
4. A Reviewer conducting an on-site visit of a general university, vocational school, or technical college must have professional prestige within his/her academic discipline and meet one of the requirements below. A Reviewer must either:
    - (1) Hold the position of associate professor or above; experience as a primary academic administrator, administrative director, or director of an academic program is preferred; and
    - (2) Possess significant industry experience and have previous experience in an executive position.

If there is an insufficient number of instructors holding the position of associate professor, due to the nature of the academic discipline to which a junior college belongs, an instructor holding the position of assistant professor may be appointed instead after the appointment has been approved at a Board of Standing Committee' Meeting.

5. Appointment procedures for Accreditation Recognition Committee Members and Reviewers are as follows:
  - (1) Accreditation Recognition Committee Members: Candidates will be recommended by the Council. After reviewed and confirmed by the working group, the appointment will be reported to the Board of Standing Committee and then approved by the Board of Trustees;
  - (2) Reviewers: Candidates will be recommended by the institutions receiving accreditation and the Council. After reviewed and confirmed by the working group, the appointment will be reported to the Board of Standing Committee and then approved by the Board of Trustees. Candidates must complete training conducted by the Council before serving as Reviewers and conducting an on-site visit.

If a vacancy opens for one of the positions described in Paragraph 1 of Article 5, a replacement candidate may be appointed based on need. It will be reported to the Board of Standing Committee meeting and then to the Board of Trustees. 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) The term of an Accreditation Recognition Committee Member lasts until the accreditation results are announced for the programs which underwent the accreditation process. Once a term expires, a Committee Member may be reappointed after the approval of the Board of Trustees. If an appeal by an institution/program is deemed valid, Members of the original Accreditation Recognition Committee will review the appeal; and
  - (2) A Reviewer's term lasts until accreditation results are announced. Once the term expires, a Reviewer may be reappointed after approved by the Board of Trustees.
7. The decision to reappoint a Reviewer will be based on a consideration of the following:
  - (1) The effort invested in accreditation-related work;
  - (2) Professional attitude during the on-site visit;
  - (3) Identification with the Council's accreditation philosophy;
  - (4) Adherence to the Council's principles of ethics, confidentiality and the avoidance of conflicts of interest;
  - (5) Adherence to the Council's ethical guidelines for Reviewers;
  - (6) Feedback from personnel at the institution/program evaluated;
  - (7) Personal health conditions; and
  - (8) Other factors.
8. Accreditation Recognition Committee Members and Reviewers must adhere to principles of ethics 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.
9. The Guidelines are promulgated and implemented following the approval of the Board of Trustees. The same procedure will be followed for each amendment.