

Implementation Guidelines for Self-Evaluation of the Department of Tourism and Hospitality Management, Kainan University

Approved at the 7th Departmental Meeting of the 2019 Academic Year on March 4,
2020 Approved at the 8th College Meeting of the 2019 Academic Year on March 27,
2020 Approved at the 2nd Teaching Unit Self-Evaluation Task Force Meeting of the
2019 Academic Year on April 21, 2020

1. In order to enhance the quality of teaching, research, service, and counseling, and to ensure the effectiveness of student learning, the Department of Tourism and Hospitality Management at Kainan University (referred to as "the Department") establishes these guidelines based on the "Kainan University Self-Evaluation Regulations."
2. The implementation of self-evaluation includes two stages: internal self-evaluation and external self-evaluation. Internal self-evaluation is conducted biennially, with at least three evaluation committee members, and external experts may be invited when necessary. External self-evaluation is conducted every five years, with all committee members being external experts.
3. To carry out the self-evaluation work of the Department, a "Department of Tourism and Hospitality Management Self-Evaluation Task Force" (referred to as "the Task Force") is established, composed of all full-time faculty members of the Department. The Department Chair serves as the convener. As needed, task force members may be designated as responsible persons for specific tasks. One or two external scholars or experts may be hired as evaluation consultants, and the selection of these consultants shall be reviewed and approved by the Task Force and ratified by the President.
4. The tasks of the Task Force are as follows: (a) Plan the content and schedule of the self-evaluation process based on the self-evaluation items and procedures. (b) Draft the self-evaluation report, which shall be reviewed and approved by the Task Force before being submitted to the College of Tourism and Transportation Management Self-Evaluation Task Force (referred to as "the College Task Force") for review. (c) Revise and finalize the self-evaluation report in accordance with the review recommendations

of the College Task Force, and submit it to the Teaching Unit Self-Evaluation Task Force for reference. (d) Plan and conduct on-site evaluations as part of the self-evaluation process. (e) Propose a self-improvement plan (including the schedule) based on the evaluation opinions of the committee members, and submit it to the College Task Force for approval. (f) Nominate internal self-evaluation committee members and request approval from the College Dean.

5. The self-improvement plan and any other amendments, additions, or explanations approved by the College Task Force shall be submitted to the Departmental Meeting for resolution and shall serve as the basis for improving the Department's teaching, research, service, and counseling work.
6. The selection of internal self-evaluation committee members shall comply with one of the following provisions: (a) Those who have served as evaluation committee members for evaluations organized or commissioned by the Ministry of Education or have served as evaluation committee members for domestic or international professional evaluation agencies recognized by the Ministry of Education. (b) Professors or industry representatives with teaching experience in higher education or expertise in relevant academic fields. (c) Associate professors or higher-ranking teachers who have received evaluation training within the university.
7. The procedures for self-evaluation in the Department are as follows:
 - (a) Planning and Preparation Stage
 1. Establish the Self-Evaluation Task Force.
 2. Plan relevant matters for self-evaluation.
 3. Participate in the College's information session on the institute's self-evaluation.
 - (b) Internal Self-Evaluation Stage
 4. Collect relevant evaluation information.
 5. Complete the self-evaluation report.
 6. Appoint internal self-evaluation committee members.
 7. Conduct internal self-evaluation.
 8. Propose a self-improvement plan.
 - (c) Self-Improvement Stage
 9. Complete self-improvements.

10. Continuously improve and enhance.

(d) External Self-Evaluation Stage

11. Collect relevant evaluation information.

12. Complete the self-evaluation report.

13. Undergo external self-evaluation.

14. Propose a self-improvement plan and include it in the Department's annual plan.

(e) Self-Improvement Stage

15. Complete self-improvements.

16. Continuously improve and enhance.

8. The expenses required for evaluation shall be provided by the university's evaluation planning unit and allocated from the relevant annual budget of the Department.
9. These guidelines, after being reviewed and approved by the Departmental Meeting, College Meeting, and Teaching Unit Self-Evaluation Task Force Meeting, shall be implemented from the date of issuance and shall also apply to any subsequent revisions.