

# 國立中興大學醫學院附屬單位設置暨評鑑要點

## Key Points for the Establishment and Evaluation of Affiliated Units of the College of Medicine, National Chung Hsing University.

111年8月16日醫學院111學年度第1學期第1次院務會議通過

Approved on August 16, 2022, at the 1st College Affairs Meeting of the College of Medicine for the 1st semester of the 2022 academic year.

111年11月17日111學年度第1學期研究發展會議核備

Approved on November 17, 2022, at the Research and Development Meeting for the 1st semester of the 2022 academic year.

一、國立中興大學醫學院(以下簡稱本院)為規範院內附屬單位設置及評鑑，依據「國立中興大學院級附屬單位設置暨評鑑辦法」訂定「國立中興大學醫學院附屬單位設置暨評鑑要點」(以下簡稱本要點)。

1. The College of Medicine, National Chung Hsing University (hereinafter referred to as "the College"), establishes the "Key Points for the Establishment and Evaluation of Affiliated Units of the College of Medicine, National Chung Hsing University" (hereinafter referred to as "these Key Points") to regulate the establishment and evaluation of affiliated units within the College. These Key Points are formulated in accordance with the "Regulations for the Establishment and Evaluation of College-Level Affiliated Units of National Chung Hsing University."

二、申請設置為本院附屬單位應提設置計畫書及設置辦法備審，其內容應包括：

(一)設置計畫書：成立目的、期限、組織架構、單位定位、業務範圍、運作空間、經費來源、預期成果、自我評鑑指標及方式、相關單位配合措施等。

(二)設置辦法：設置依據、目的、組織、單位主管及相關人員選任方式與任期、經費來源等。

2. Applications for the establishment of an affiliated unit within the College must submit a proposal and establishment regulations for review. The contents should include:

(1) Establishment proposal: Purpose of establishment, duration, organizational structure, unit positioning, scope of operations, operational space, funding sources, expected outcomes, self-evaluation indicators and methods, and

coordination measures with relevant units.

- (2) Establishment Regulations: Legal basis for establishment, objectives, organization, selection methods and terms of office for unit supervisors and relevant personnel, and funding sources.

三、本院各附屬單位成立滿三年(以會計年度為基準)後，應接受第一次評鑑，爾後依評鑑結果訂定評鑑週期。

3. Each affiliated unit of the College shall undergo its first evaluation after three years of establishment (based on the fiscal year). Subsequent evaluation cycles shall be determined based on the results of the evaluation.

四、評鑑工作包括下列項目，其百分比依單位層級，由院務會議議定之。

(一)組織功能。

(二)學術整合。

(三)教學研究與服務推廣之績效。

(四)現金收入。

(五)其他。

4. The evaluation process includes the following items, with the percentage distribution determined by the College Affairs Meeting based on the unit's level.

(1) Organizational functions.

(2) Academic integration.

(3) Performance in teaching, research, and service promotion.

(4) Cash revenue.

(5) Others.

五、本院應於當年一月提出該年度需辦理評鑑之單位名單，並成立附屬單位評鑑委員會，由院長擔任召集人兼主任委員，委員由院長提名校外相關領域之學者專家若干人，報請校長聘任三人，委員會於任務完成即自動解散。

5. The College shall submit a list of units requiring evaluation for the year in January and establish an Affiliated Units Evaluation Committee. The Dean shall serve as the

convener and chairperson. Committee members shall be nominated by the Dean and shall include several scholars and experts from relevant fields outside the university. The nominations shall be submitted to the University President for the appointment of three members. The committee shall automatically dissolve upon completion of its tasks.

- 六、 本院各單位評鑑作業於同年十二月底前完成，評鑑結果及改善計畫於次年二月底前依程序送本校研究發展處及教務處核備。
6. The evaluation process for each unit of the College shall be completed by the end of December of the same year. The evaluation results and improvement plans shall be submitted for approval to the University's Office of Research and Development and Office of Academic Affairs by the end of February of the following year, following the required procedures.
- 七、 評鑑結果分為「優」、「良」、「待改進」、「未通過」四級。
  - (一)評鑑結果為「優」者，每五年評鑑乙次。
  - (二)評鑑結果為「良」者，每三年評鑑乙次。
  - (三)評鑑結果為「待改進」者，應於次年再接受評鑑。
  - (四)連續兩次評鑑結果為「待改進」，或評鑑結果為「未通過」乙次者，則裁撤或整併至其他相關單位。
7. The evaluation results are categorized into four levels: "Excellent," "Good," "Needs Improvement," and "Not Passed."
  - (1) Units rated "Excellent" shall undergo evaluation once every five years.
  - (2) Units rated "Good" shall undergo evaluation once every three years.
  - (3) Units rated "Needs Improvement" must undergo re-evaluation in the following year.
  - (4) Units that receive a "Needs Improvement" rating for two consecutive evaluations or receive a "Not Passed" rating once shall be dissolved or merged with other relevant units.
- 八、 依評鑑結果為裁撤或整併之單位，若有異議，得於接獲裁撤或整併通知後

一個月內，於本院院務會議提出申覆，申覆以一次為限。

8. Units subject to dissolution or merger based on evaluation results may submit an appeal to the College Affairs Meeting within one month of receiving the dissolution or merger notice. Each unit is allowed only one appeal.

九、本院各附屬單位申請設置審核、主管工作費、人力、經費、空間及裁併等，悉依本校規定辦理。

9. The application review, management expenses, personnel, funding, space allocation, and dissolution or merger of affiliated units within the College shall be handled in accordance with the university's regulations.

十、本要點經院務會議通過送研究發展處核備後實施，修正時亦同。

10. These Key Points shall be implemented upon approval by the College Affairs Meeting and submission to the Office of Research and Development for record-keeping. The same procedure shall apply to any amendments.