

中原大學就業學程評鑑作業實施細則

112.9.6 112-1-3 職涯處處務會議通過

113.8.26 113-1-4 職涯處處務會議修正

第一條 依據「中原大學就業學程設置辦法」第九條，且為提升並精進就業學程發展及品質，辦理相關評鑑作業，特訂定本細則。

第二條 評鑑程序包含「自我評鑑」及「委員審查」之作業

第三條 評鑑作業及分數等第：

一、就業學程承辦人或主持人依就業學程該學年度執行狀況提送自我評鑑報告書，並附上活動成果表、相關數據及其他佐證資料，審查委員依其學程招生人數、提供資源、評量機制、學生滿意度、領證人數及加分項目等面向進行評分。

二、評分參照下表：

評鑑分數	評鑑等第
95分(含)以上	特優
85(含)~94 分	績優
75(含)~84 分	通過
60(含)~74 分	待發展
未達60分	建議廢止

第四條 評鑑作業之審查委員依各面向分別聘請數名相關專業之委員進行審查，委員遴選方式如下：

一、審查委員不限定校內或校外專業人士，審查委員之遴選須具備以下任一條件：

- (一)曾擔任就業學程主持人
- (二)曾獲教學特優教師或相關獎項之教師
- (三)曾擔任職涯相關事務之教師
- (四)其他具相關專業之教師

二、為確保審查作業之公平性，若審查委員與所審案件具以下任一關係者，應迴避審查該案：

- (一)自身為評鑑案件之送審者
- (二)與被評鑑者屬同一系所或學院

第五條 本細則經職涯發展處處務會議通過，通過後公布實施，修正時亦同。

CYCU Implementation Rules for the Assessment Operation of Career Programs

Approved at the 112-1-3 Office Affairs Meeting of the Office of Career Development dated September 6, 2023
Amended at the 113-1-4 Office Affairs Meeting of the Office of Career Development dated August 26, 2024

Article 1 In accordance with Article 9 of the “CYCU Installation Regulations of Career Programs” and in order to enhance and improve the development and quality of career programs and conduct relevant assessment operations, the enforcement rules are formulated.

Article 2 The assessment process includes the operations of “self-evaluation” and “committee review.”

Article 3 Assessment Operations and Score Grades:

1. The processing clerk or presiding officer of the career program shall submit a self-evaluation report based on the implementation status of the career program in the academic year, and attach the table of activity results, relevant data, and other supporting materials. The review committee shall determine the score grades based on the number of students enrolled in the program, provision of resources, mechanism of evaluation, satisfaction of students, number of students receiving certificates, items of receiving bonus points, etc.

2. Refer to the following table for rating the scores:

Score Assessed	Score Grades Assessed
95 and above	Especially Excellent
85 (inclusive) to 94	Outstanding
75 (inclusive) to 84	Passed
60 (inclusive) to 74	To be developed
Below 60	Recommend to terminate

Article 4 The review committee of the assessment operation shall appoint several members of relevant professions according to each aspect to conduct review. The selection method of the members is as follows:

1. Review members are not limited to professionals within or outside the University. The selection of review members shall meet any one of the following conditions:

- (1) Have served as the presiding officer of the career program.
- (2) Faculty members who have won outstanding teachers or related awards.
- (3) Faculty members who have served in career-related affairs.
- (4) Other faculty members with relevant professions

2. In order to ensure the fairness of the review operation, if the review committee members have any of the following relationships with the case

being reviewed, they shall recuse themselves from reviewing the case:

(1) Those who submit the case for assessment themselves.

(2) Those who belong to the same department or college as the person being assessed

Article 5 The Rules are approved by the Office Affairs Meeting of the Office of Career Development, and shall be promulgated and enforced after approval. The same shall apply when the Rules are amended.