

# Taiwan Assessment and Evaluation Association

## Ethical Guidelines for Reviewers

Approved by the 5th Meeting of the 6th Term Directors and Supervisors on April 17, 2020

- Art. 1 These guidelines were formulated by the Taiwan Assessment and Evaluation Association (hereafter “the Association”) to ensure the impartiality of the evaluation process, and the credibility of the evaluation results.
- Art. 2 The “reviewers” mentioned herein refer to reviewers in the Institutional Evaluation Committee, University Evaluation and Accreditation Review Committee, Appeals Evaluation Committee, and reviewers of universities and colleges (including institutional and department/institution-level evaluation).
- Art. 3 In order to protect and maintain the credibility of evaluation results, reviewers are required to understand the principles of higher education (including technical and vocational higher education), affirm the evaluation philosophy and spirit, and perform evaluations in a fair manner.
- Art. 4 To maintain fairness and justice in the evaluation process, reviewers shall avoid conflicts of interest in accordance with Article 5 of these guidelines, and sign the Agreement on Reviewer’s Ethics and Recusal and Personal Data Consent Form.
- Art. 5 Anyone falling under any of the following situations shall be disqualified from being appointed as reviewer:
- (1) Currently holding, or having held within the past three years, a full- or part-time position at the evaluated institution;
  - (2) Currently applying, or having applied within the past three years, for a full- or part-time faculty position at the evaluated institution;
  - (3) Currently having, or having had within the past three years, any teaching cooperation or any other form of service and/or commercial exchange with the evaluated institution;
  - (4) Serving as an advisory reviewer or self-evaluation reviewer of the evaluated institution in the present year;
  - (5) Serving in an unremunerated or remunerated capacity at the evaluated institution, such as advisory committee member or board member, in the present year;
  - (6) Having received the highest level of education from the evaluated institution.

- (7) Having received an honorary degree from the evaluated institution;
- (8) The spouse or third-degree relatives are currently working or studying in the evaluated institution;
- (9) Other competing interests, which may affect the objectiveness of the evaluation.
- Art. 6 Before the on-site evaluation, reviewers are responsible for keeping their identity as reviewers confidential.
- Art. 7 Reviewers shall comply with the schedule and not be late or leave early during on-site evaluations; they must not appoint others to attend the on-site evaluation or alter the evaluation itinerary without authorization.
- Art. 8 Reviewers should avoid make suggestions or informing on the proposed evaluation results.
- Art. 9 From the appointment as reviewers to the official announcement of evaluation results, reviewers should not accept invitations to give lectures at or participate in other activities and events hosted by the evaluated institution.
- Art. 10 Reviewers should maintain a professional working attitude and shall not accept any comments, incentives, or gifts.
- Art. 11 Reviewers should maintain an objective and neutral position, and avoid letting any subjective prejudices affect their evaluation.
- Art. 12 Reviewers should maintain a positive attitude and professionally assist the evaluated institution in improving their quality of education.
- Art. 13 During the evaluation, as to avoid out-of-context evaluations, reviewers should obtain information from multiple stakeholders and verify the correctness.
- Art. 14 Reviewers should work together, respect each other, and communicate openly, as to better build consensus in their evaluations.
- Art. 15 Reviewers shall respect other reviewers, shall not quote or transmit the professional opinions of other reviewers without their consent, avoid criticizing other reviewers' evaluations, and avoid probing personal matters irrelevant to the evaluation.
- Art. 16 Reviewers should attend the reviewer training program, understand the purpose, content, and process of the evaluation, and comply with all relevant rules related to evaluations.
- Art. 17 Reviewers should uphold a professional attitude, carefully read the self-evaluation report and related materials prepared by the evaluated institution before the on-site

evaluation. During the on-site evaluation reviewers should carefully observe and record the current status of the evaluated institution as the basis for the written evaluation report.

- Art. 18 The behavior of reviewers (including attitude, spoken language, or body language) during the on-site evaluation shall be sincere and peaceful. Reviewer shall listen patiently with an open attitude to the personnel of the evaluated institution and respect their explanations.
- Art. 19 During the on-site evaluation, reviewers are not permitted to copy (e.g., photocopy, photograph, duplicate digital files) or take with them evaluation materials for their private use.
- Art. 20 During the on-site evaluation, reviewer shall not under the guise of requiring information for carrying out the review request access to information unrelated to the evaluation.
- Art. 21 The information provided by the evaluated institution is only intended for use in evaluation purposes and shall not be released to third parties. The forms and discussion minutes utilized in the evaluation procedure all constitute confidential information and shall be treated confidentially.
- Art. 22 Reviewers must treat all documents reviewed in the course of the evaluation with strict confidentiality, and shall not discuss their content with third parties. Reviewers involved in deciding the evaluation results shall not disclose related matters to third parties.
- Art. 23 Reviewers are responsible for maintaining the confidentiality of evaluation results before their official announcement. Reviewers shall bear the legal responsibility if they are found to have disclosed confidential information to others or the public.
- Art. 24 These guidelines are implemented upon approval by the meeting of Directors and Supervisors, and the same shall apply to any revisions.