Institutional Evaluation Standards (Universities)

The Japan Institution for Higher Education Evaluation

(JIHEE)

Standard 1. Mission and Objectives

The Objective of this Standard

A university or an equivalent institution of higher education (hereinafter referred to as the "institution")is an educational establishment with the objectives of, as the core of scholarly activities, broadly imparting knowledge, teaching and researching specialized arts and sciences in depth, and developing intellectual, moral, and practical abilities. A professional and vocational university, in particular, has the objective of developing applied and practical abilities in order to take up occupations requiring expertise. It is essential that an institution clearly stipulates missions and goals, and clarifies its educational and research objectives in its regulations, etc. In addition, the institution is required to incorporate them into 1) policy on certifying graduation and awarding diplomas (diploma policy), 2) policy on the creation and implementation of educational curriculum (curriculum policy) and 3) policy on student admission (admission policy), and to build an educational and research organization that is consistent with the mission and goals to accomplish such mission and goals and educational and research objectives in a planned manner.

Points Evaluated and Perspectives for Evaluation

1-1.　Incorporation of mission, goals and educational and research objectives
(1)　Internal and external communication
(2)　Incorporation of the mission, goals and educational objectives in mid-term plans
(3)　Incorporation of the mission, goals and educational objectives in the diploma, curriculum and admission policies
(4)　Consistency with the structure of educational and research organization
(5)　Response to change

Standard 2. Internal Quality Assurance

The Objective of this Standard

The internal quality assurance in the JIHEE evaluations assures the quality of overall institutional operation based on education and research and medium-term plans, achieved through the implementation by an institution of its own Self-Inspection and Evaluation, and through continuous self-improvement based both on its results and the results of external quality assurance such as evaluation and accreditation. The institution should consider the quality assurance of the institution as its own responsibility, given the importance attached to the independence and autonomy of the institution. Thus, we consider the internal quality assurance as one of the most material evaluation items.

In order to effectively implement the internal quality assurance, it is necessary to create a

permanent organizational system and define its responsibilities. The internal quality assurance needs to be implemented, both on educational and research quality assurance in accordance with the diploma, curriculum and admission policies for departments, faculties, and graduate schools, and on quality assurance for the entire institution based on mid-term plans, and must be performed as part of institutional reform and improvement.

In addition, it is also important to exercise the internal quality assurance as a scheme to improve the entire institution, based on the opinion and requests of students and external stakeholders (parents and guardians, high schools, local public bodies and private companies, etc.).

Points Evaluated and Perspectives for Evaluation

2-1. Organizational system for the internal quality assurance
(1) Development of organization and the relevant responsibility system for the internal quality assurance
2-2. Self-Inspection and Evaluation for the internal quality assurance
(1) Implementation of and sharing the results of the independent and autonomous Self-Inspection and Evaluation for the internal quality assurance
(2) Thorough investigation, collection and analysis of data utilizing IR (Institutional Research)
2-3. Functionality of Self-Inspection and Evaluation
(1) Identification and analysis of the opinions and requests of students, and utilization of the results thereof
(2) Identification and analysis of the opinions and requests of external stakeholders, and utilization of the results thereof.
(3) Establishment of a PDCA Cycle for departments, faculties, and graduate schools, and for the entire institution for internal quality assurance, and its functionality

Standard 3. Students

The Objective of this Standard

An institution as an educational establishment must admit such number of students as may be necessary to accomplish its mission and goals, promote their growth, and endow them with professional knowledge and an ability to be fully utilized in society. The objective of this standard is to check if an institution has established an organizational environment to accomplish such objectives in terms of students.

In admitting students, an institution must formulate an admission policy based on educational and research objectives, and put systems of selecting entrants in place in a proper manner consistent therewith. The institution must then create learning environments where students can

grow after admission, ensure stable school life, address organizational learning support, and endeavor to foster students of sufficient abilities to enable them to build their own careers by provision of guidance for social and professional independence.

Points Evaluated and Perspectives for Evaluation

3-1. Admission of students
(1) Formulation and publicizing of admission policies
(2) Admission of students in accordance with admission policies and its review
(3) Maintenance of appropriate numbers of students admitted based on yearly enrollment quotas
3-2. Support for learning and class instruction
(1) Creation of support system for learning and class instruction via collaboration between faculty and staff
(2) Enhanced support for learning and class instruction utilizing TAs (teaching assistants)
3-3. Career guidance
(1) Implementation of career education within the educational curriculum
(2) Development and improvement of career guidance systems
3-4. Student services
(1) Support for stable school life
3-5. Development and improvement of the learning environment
(1) Improvement/development and proper administration of the learning environment including campus and its building
(2) Effective utilization of libraries
(3) Accessibility to and safety of equipment and facilities

Standard 4. Educational Curriculum

The Objective of this Standard

The educational curriculum is an essential part of learning, a core function of an institution. An institution must establish clear educational and research objectives for each faculty, department, and graduate school in the light of its mission and goals. In order to achieve this, an institution is required to formulate diploma, curriculum and admission policies, and establish standards for awarding credits and certifying graduation and completion, and then to rigorously apply and incorporate them in the process of creation and implementation of an educational curriculum. It is vital for enhancing educational quality to bring transparency to the institution's education through design of teaching methods and using feedback of identification and evaluation results of learning outcomes, and to continue to improve educational curriculum, its content/method, and learning guidance in response to external evaluation.

4-1. Awarding credits, certifying graduation and completion
(1) Formulation and publication of diploma policy
(2) Formulation, publication, and rigorous application of standards for awarding credits, promotion to the next school year, certifying graduation and completion, based on diploma policy
4-2. Educational curriculum and teaching methods
(1) Formulation and publication of the curriculum policy
(2) Consistency between the curriculum policy and the diploma policy
(3) Systematic organization of educational curriculum in accordance with curriculum policy
(4) Implementation of liberal arts education
(5) Design of teaching methods, and its effective implementation
4-3. Identification and evaluation of learning outcomes
(1) Establishment and application of methods for identifying and evaluating the learning outcomes, based on the diploma, curriculum and admission policies
(2) Feedback on identification and evaluation results of learning outcomes for improving the educational content/methods and learning guidance

Standard 5. Faculty and Staff

The Objective of this Standard

Needless to say, faculty and staff are the core assets supporting the institution's activities, and initiatives are required in both improvements to the organization and individual occupational skills development. In terms of organizational development, it is essential to create a certain environment where the President can properly exercise their leadership, appropriately decentralize authorities after clearly defining roles and responsibilities, and assign the right faculty and staff in the right place to have them fully demonstrate their abilities. In terms of individual professional development, it is essential to effectively develop professional abilities by way of FD (Faculty Development) for improving educational contents/method, or SD (Staff Development) for enhancing the necessary quality and ability for operation of the institution. These efforts enhance the outcome of the institutional activities.

"Collaboration between faculty and staff," rather than unconditionally separating the job of faculty and staff, is becoming more important for effective operation of an institution today. It is also essential for an institution to properly support faculty's research activities since its key function is education and research.

Points Evaluated and Perspectives for Evaluation

5-1. Functionality of administration for educational and research activities

(1) Establishment and exercise of the President's proper leadership
(2) Appropriate decentralization of authorities and clear definition of roles and responsibilities
(3) Proper assignment of faculty and staff and clear definition of roles
5-2. Assignment of faculty
(1) Securement and assignment of faculty by means of recruitment and promotion in line with the educational and research objectives and educational curriculum
5-3. Training and professional development for faculty and staff
(1) FD and other means to design/develop teaching content/methods, and their effective implementation
(2) SD and other efforts to improve the quality and ability of staff who are engaged in operation of the institution
5-4. Support for research
(1) Creation and proper management of the research environment
(2) Establishment and strict operation of research ethics
(3) Allocation of resources relating to research activities

Standard 6. Management, Administration and Finance

The Objective of this Standard

The institution must formulate mid-term plans of the incorporated entity in order to achieve its mission, goals and educational and research objectives. It is also necessary to improve and develop the environment and conditions required for implementing such plans while verifying enterprise operations from decision-making to execution in accordance with the plans.

The terms "management, administration and finance" used in this standard refer mainly to operation and financial activities of the incorporated entity. In response to the demands of society to institutions, it is becoming more important to strengthen management discipline and integrity addressing the changes in society, the function of the Board of Directors for achieving the institution's mission and goals, facilitated management and operation between the institution and incorporated entity, and their checking functions.

Finance also plays a pivotal role in safeguarding the independence, public nature, stability, and continuity that represent the fundamental principles of the incorporated educational institutions system. Mid-term plans aimed at achieving the mission, goals and educational and research objectives of an individual institution will be effective only when they are integrated with pertinent financial schemes. Furthermore, securing a financial base and proper accounting is indispensable for the institution to achieve steady growth along with increased social trust.

Points Evaluated and Perspectives for Evaluation

6-1. Management discipline and integrity
(1) Maintenance of management discipline and integrity
(2) Consideration for environmental conservation, human rights and security
6-2. Functions of the Board of Directors
(1) Development, improvement and functionality of the system to enable strategic decision-making for achieving the mission and goals
(2) Continuous efforts to accomplish missions and goals
6-3. Facilitation of administration and checking functions
(1) Facilitation of decision-making at the incorporated entity
(2) Checking functions of the Board of Councilors and auditors
6-4. Financial base and fiscal balance
(1) Securement of a stable financial base
(2) Securement of a fiscal balance
(3) Appropriate financial operations based on mid-term plans
6-5. Accounting
(1) Proper accounting procedures
(2) Development and improvement of the accounting audit system and strict implementation