

Establishment Guidelines for Office of AACSB Accreditation of College of Management at Chang Jung Christian University

Passed at the final college affair meeting in the second semester (2016) on May 12, 2017
Passed at the 2nd administrative meeting in the first semester (2017) on September 21, 2017

- Article 1 To obtain the accreditation from the Association to Advance Collegiate Schools of Business (AACSB Accreditation) , the College of Management (hereinafter referred to as the College) establishes the Office of AACSB Accreditation (hereinafter referred to as the Office), so as to improve the quality of education, international cooperation, and competitiveness of the College.
- Article 2 The priority of the Office is to promote AACSB Accreditation-related work and to obtain and maintain the qualification for AACSB Accreditation.
- Article 3 The organization of the Office is as follows:
1. The Office sets up one director who is recommended by the dean of the College among assistant professors or above and appointed by the President as a Class 2 supervisor. The director is responsible to promote AACSB Accreditation-related work, including resolutions passed by the AACSB Accreditation Committee, and to help implement AACSB Accreditation-related work.
 2. The Office sets up one or two executive secretary(ies) to collect AACSB Accreditation-related data, work with the director to establish the Assurance of Learning (AoL) system, collect and analyze curricular data, help compile application documents and write reports related to AACSB Accreditation.
 3. The Office sets up one or two staff as the liaison between the College and AACSB who is (are) in charge of translating accreditation-related documents into English and dealing with administrative affairs.
- Article 4 The Office sets up the AACSB Accreditation Committee that consists of the dean, the director of the Office, and the department heads. The AACSB Accreditation Committee is responsible for the planning and oversight of AACSB Accreditation with the dean as the convener and the chairperson.
- Article 5 The Office sets up the AACSB Accreditation Task Force that consists of the director of the Office, executive secretary(ies), and participating faculty from departments. The members of AACSB Accreditation Task Force help with the planning and establishment of AoL system. The director of the Office acts as the convener and the chairperson.

Article 6 The funds of the Office are covered by the fixed budget allocated by the school and proportioned by the operating expense of the College. The procedures related to operating, purchase of equipment, and verification of the Office are ruled under the school's budget notice and expense verification procedures.

Article 7 The Guidelines shall be implemented after being approved at the college affair meeting and the administrative meeting. The same procedures are applied to any amendments.