

## Approaches to individual faculty member personal evaluation

2006.6.15

### [Purpose]

By identifying the current status of various activities engaged in by individual faculty members at the University, primarily in education and research, and conducting appropriate evaluations, we will fulfill our social responsibilities as a university, and at the same time we can use the result as indicators for improving university operation and revitalizing educational and research activities.

### [Basic policy]

- 1) Personal evaluations of faculty members are conducted in four areas: "Education," "Research," "University Operation, Support and Medical Services," and "Social Contribution." Each faculty member shall fill out the necessary information on a "Self-Evaluation Report Sheet (tentative name)" and submit it to the department head each academic year. However, the evaluation period shall not be for each academic year, instead an appropriate period of 3 to 5 years shall be set, depending on the individual area.
- 2) When creating evaluation items, attention must be paid to correspondence with the university information database, and differences in evaluation systems and viewpoints between the science and liberal arts departments must be taken into account. Furthermore, with regard to department-specific evaluation items such as clinical activities, each department may add or delete items depending on the actual situation.
- 3) Each department shall be responsible for weighting each area and evaluation item based on its own philosophy and goals, and the same applies to how the evaluation results are used. However, each department's evaluation policy shall be recorded in the "Department Self-Evaluation Report" for each academic year, and shall be subject to departmental evaluation hearings conducted university-wide.
- 4) The aim of personal evaluations of faculty members is to create a system that provides incentives for the various activities of faculty members through "positive evaluations," rather than ranking faculty members through "negative evaluations." Recruitment/promotion, salary assessment (salary increase system, diligent work allowance), grant of sabbaticals, overseas training, allocation of research funds from the graduate school dean's discretionary expenses, making recommendations for the president's education awards, etc. are assumed as examples of specific incentives.
- 5) Necessary consideration will be given to employees who have taken leave for childbirth, childcare, nursing care, etc., or who have applied for short-time work systems for childcare, such as evaluating them according to the number of work days and work hours.

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2007.7.2 Partial revision



- (3) Regarding research activities for AY20xx, please describe the matters on which you have made a particular contribution, focusing on the following items, based on your activities for the past five years (up to 500 characters).
- 1) Publication status of research achievements (writings, papers, conference presentations, artistic works, inventions, etc.)
  - 2) Awards for research achievements
  - 3) Invited lecturer, keynote speaker, symposium presenters, etc. at international and domestic conferences, etc.
  - 4) Status of introduction external research funds (KAKENHI, commissioned research, commissioned accounting funds, etc.)
  - 5) Other noteworthy matters (research project leader, joint research, industry-academia collaboration, etc.)

[Research]

- (4) Regarding your involvement in university operation, support, and medical services at AY20xx, please describe the matters on which you have made a particular contribution, focusing on the following items, based on your activities for the past three years (up to 300 characters)
- 1) Positions related to university operation (officers, department heads, education and research councilors, management council members, etc.)
  - 2) Chairperson and members of university-wide committees (including entrance exam writing and scoring committee members)
  - 3) Chairperson and members of departmental committees (vice dean of graduate schools, Steering Committee, Educational Records and Programs Committee, etc.)
  - 4) Various support activities (academic resource disclosure, information network management, etc.)
  - 5) Medical services (hospital practice and nursing, health management, industrial physicians, etc.)

[University operation, support and medical services]

- (5) Regarding social contribution activities for AY20xx, please describe the matters on which you have made a particular contribution, focusing on the following items, based on your activities for the past three years (up to 300 characters)
- 1) Member of various committees, examination committees, evaluation committees, etc. of national, local, and private organizations, etc.
  - 2) Contribution to academic society activities (society officer, conference organizer, editorial committee member, peer reviewer, etc.)
  - 3) Contributing to international exchange activities (accepting foreign researchers, concluding academic exchange agreements, etc.)
  - 4) Contribution to social education activities (public lectures, on-site classes, science cafes, legal consultations, etc.)
  - 5) Other noteworthy matters (awards for social contributions, local contribution activities, NPOs, etc.)

[Social contributions]

- (6) Regarding faculty activities at AY20xx, other than items (2) to (5) above, items that should be noted as "other" (particularly busy or difficult work such as university-wide projects, working groups, etc., or childbirth, childcare, nursing care, etc.), please feel free to make note of it here. (up to 300 characters)

[Other]

## [Evidence materials for Faculty Member Personal Evaluations]

Fundamentally, evidence materials are automatically retrieved by the departmental evaluation supervisor from the University Information Database.

Below, (\*) indicates the name of each category screen in the University Information Database that corresponds to the self-evaluation report sheet, (#) indicates items for which there is no corresponding item, and (•) indicates the item name.

### [Evidence materials regarding educational activities (past 3 years)]

- 1) Class teaching status (including establishment of new class subjects, efforts to improve education, etc.)
  - \* **Educational activities** - classes in their charge (including other universities)
- 2) Guidance and review of dissertations (doctoral/master's/bachelor's) (state whether a principal examiner or examiner)
  - \* **Educational activities** - student dissertations
  - \* **Educational activities** - doctoral degree by thesis only
- 3) Educational support activities (development of textbooks and teaching materials, student counseling, in charge of class, guidance on Gakuyu-kai, etc.)
  - \* **Educational activities** - other education-related activities
  - \* **Student support** - educational consultations (Counseling Office, International Student Center, etc.)
- 4) Acceptance of JSPS Research Fellow for Young Scientists, international students, working adults, etc. and guidance of postdoctoral fellows
  - \* **Educational activities** - recruited researchers
  - # Acceptance status of JSPS Research Fellow for Young Scientists, international students, working adults, postdocs, etc.
    - Types and numbers of people
- 5) Other noteworthy matters (practical education, etc.)
  - \* **Faculty and staff member biographies** - training history
  - \* **Educational activities** - on-campus faculty and staff member support
  - # Educational results at other universities in Japan and abroad
    - Part-time lecturer, visiting professor, special lecture, etc.
  - \* **Educational activities** - awards related to educational activities (including awards for supervised graduate students and undergraduate students)
  - \* **Research activities** - other competitive funding acquisition results (Note: Educational COE, Graduate School GP, etc.)
  - \* **Educational activities** - number of presentations by supervised graduate and undergraduate students

### [Evidence materials regarding research activities (past 5 years)]

- 1) Publication status of research achievements (writings, papers, conference presentations, artistic works, inventions, etc.)
  - \* **Research activities** - books
  - \* **Research activities** - papers (#) number of citations (primarily science)

- \* **Research activities** - review/commentary articles
- \* **Research activities** - other research activities
- \* **Research activities** - conference presentations and lectures
- \* **Research activities** - works
- \* **Research activities** - patents
- \* **Research activities** – utility models/designs
- 2) Awards for research achievements
- \* **Research activities** - academic awards
- 3) Invited lecturer, keynote speaker, symposium presenters, etc. at international and domestic conferences, etc.
- \* **Research activities** - conference presentations and lectures
- 4) Status of introduction external research funds (KAKENHI, commissioned research, commissioned accounting funds, etc.)
- \* **Research activities** – Grants-in-Aid for Scientific Research achievements (Ministry of Education, Culture, Sports, Science and Technology/JSPS)
- \* **Research activities** – other competitive funding achievements
- 5) Other noteworthy matters (research project leader, joint research, industry-academia collaboration, etc.)
- \* **Research activities** - joint research activities (#) role in joint research
- \* **Research activities** - project activities
- \* **Social activities** - establishing venture companies

[Evidence materials regarding university operation, support and medical services (past 3 years)]

- 1) Positions related to university operation (officers, department heads, education and research councilors, management council members, etc.)
- # Officers, department heads, education and research councilors, management council members, etc.)
- 2) Chairperson and members of university-wide committees (including entrance exam writing and scoring committee members)
- \* **Campus administration** - campus activities
- 3) Chairperson and members of departmental committees (vice dean of graduate schools, Steering Committee, Educational Records and Programs Committee, etc.)
- \* **Campus administration** - campus activities
- 4) Various support activities (academic resource disclosure, information network management, etc.)
- # Other activities related to university operation and support
- 5) Medical services (hospital practice and nursing, health management, industrial physicians, etc.)
- # Medical activities and medical support at hospitals, etc.
- # Other activities related to medical services

[Evidence materials regarding social contribution (past 3 years)]

- 1) Member of various committees, examination committees, evaluation committees, etc. of national, local, and private organizations, etc.

- \* **Social activities** - academic activities and activities at external organizations
- # Writing and scoring committee members for state examination, National Center Test for University Admissions, university evaluation committee member, etc.  
For those that are not supposed to be published, only the number of cases shall be stated
- # Screening committee member for various external funds such as KAKENHI, etc.  
For those that are not supposed to be published, only the number of cases shall be stated
- 2) Contribution to academic activities (society officer, conference organizer, editorial committee member, peer reviewer, etc.)
- \* **Social activities** - academic activities and activities at external organizations
- \* **Research activities** - hosting and management of conferences
- 3) Contributing to international exchange activities (accepting foreign researchers, concluding academic exchange agreements, etc.)
- \* **International exchange** – overseas research institution exchange results
- \* **International exchange** - international exchange achievements
- 4) Contribution to social education activities (public lectures, on-site classes, science cafes, legal consultations, etc.)
- \* **Social activities** - social activities outside university (collaboration with elementary, junior high and high schools, public lectures, lectures/seminars, exhibitions, volunteer activities, etc.)
- \* **Social activities** - open campus, open research institutes, etc.
- 5) Other noteworthy matters (awards for social contributions, local contribution activities, NPOs, etc.)
- \* **Social activities** - participation in administrative agencies, companies, NPOs, etc.
- \* **Social activities** - broadcasting
- # Awards for social contributions