

○ **Hiroshima University Regulations for Appeals, etc. Concerning Individual Evaluation of University Teachers**

Regulation No. 46 of March 24, 2016

Hiroshima University Regulations for Appeals, etc. Concerning Individual Evaluation of University Teachers

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Chapter I General Provisions

(Purpose)

Article 1 These Regulations prescribe the matters necessary for university teachers to seek consultation (including lodging complaints; hereinafter the same applies) on the results of their individual evaluation and file appeals in this regard, in accordance with the provisions of Article 21 (2) of the Hiroshima University Policies and Regulations (Regulation No. 1 of April 1, 2004).

(Definitions)

Article 2 In these Regulations, the meanings of the terms listed in the following items shall be as defined in the respective items.

- (i) “Department, etc.” means any of the Schools, the Graduate Schools, the Attached Research Institutes, the University Hospital, the Libraries, the Headquarters for Education, the National Joint Usage Facilities, the Joint Education and Research Facilities on Campus, the Joint Usage Facility on Campus, or the Executive Office.
- (ii) “University teacher” means anyone of the Professors, Associate Professors, Lecturers, Assistant Professors, or Research Associates to whom the Hiroshima University Regulations for Employee Salaries (Regulation No. 88 of April 1, 2004) or the Hiroshima University Regulations for Annual Salaries of Employees (Regulation No. 27 of March 26, 2014) apply.
- (iii) “Individual evaluation” means a departmental evaluation or an overall evaluation.
- (iv) “Departmental evaluation” means an evaluation of individual university teachers which a department, etc. conducts on the basis of the evaluation standards it has formulated in order to determine the salary steps for pay increase of university teachers (limited to those to whom the Hiroshima University Regulations for Employee Salaries apply), determine work performance ratios for the calculation of diligence allowance amounts,

and select university teachers to be the subjects of overall evaluation.

- (v) “Overall evaluation” means an evaluation of individual university teachers which the Executive Board conducts to determine the base annual salaries and performance-based annual salaries of university teachers (limited to those to whom the Hiroshima University Regulations for Annual Salaries of Employees apply) for years subsequent to the first year under their respective contracts.

## Chapter II Organization

(Contact Point for Consultation)

Article 3 (1) In order to respond to requests for consultation and appeals concerning departmental evaluation results, a contact point for consultation shall be set up in the Support Office or Group in charge of administrative work for individual evaluation in the department, etc. concerned, and the Chief Manager of the Support Office or Group shall act as adviser.

- (2) In order to respond to requests for consultation and appeals concerning overall evaluation results, a contact point for consultation shall be set up in the Personnel Systems Planning Group of the Department of Personnel Affairs, the Financial and General Affairs Office, and the Chief Manager of the Group shall act as adviser.

(Evaluation Review Committees Placed in Departments, etc.)

Article 4 (1) Each department, etc. shall set up an Evaluation Review Committee to review the adequateness of departmental evaluation results.

- (2) An Evaluation Review Committee shall be composed of three committee members appointed from among the constituent members of the Faculty Meeting (excluding the head of the department, etc.; the same applies in Article 6 (1)) of the department, etc. (if the department, etc. concerned does not have a Faculty Meeting thereunder, an organ in place of such Faculty Meeting; hereinafter the same applies).
- (3) The term of office of the members of an Evaluation Review Committee (hereinafter referred to as a “committee member” from this Article to Article 6) shall be up to the last day of the fiscal year during which one year has elapsed from the day of their appointment as committee members pursuant to the provisions of the preceding paragraph.
- (4) Committee members may be reappointed.
- (5) A Chairperson shall be elected for an Evaluation Review Committee from among its committee members.

(Disqualification of Committee Members)

Article 5 A committee member may not take part in a review to determine the adequateness of departmental evaluation results if such review falls under any of the following items:

- (i) The review pertains to the committee member’s own appeal against his/her departmental

evaluation results;

- (ii) The review pertains to an appeal lodged by a university teacher with whom the committee member is judged by the Committee as closely associated against the university teacher's own departmental evaluation results; or
- (iii) In other cases where the review pertains to an appeal regarding which the Committee judges the committee member's participation as inappropriate.

(Substitute Members of Committee Members)

Article 6 (1) In cases where a committee member is disqualified pursuant to the provisions of the preceding Article, or where there is a vacancy for a committee member when conducting a review concerning the adequateness of departmental evaluation results, the Faculty Meeting of the department, etc. concerned shall select a substitute member from among its constituent members.

- (2) When a substitute member is appointed, his/her term of office as a committee member lasts up to the end of the relevant review.

(Matters Necessary for Evaluation Review Committees)

Article 7 In addition to the provisions of the preceding three Articles, other matters necessary for Evaluation Review Committees shall be established in their respective departments, etc.

(Overall Evaluation Review Committee)

Article 8 (1) The University shall set up an Overall Evaluation Review Committee to review the adequateness of overall evaluation results.

- (2) The Overall Evaluation Review Committee shall be composed of three committee members appointed from among the Councilors of the Education and Research Council (excluding the persons prescribed in Article 2 (i) to (iii) of the Hiroshima University Regulations for the Education and Research Council (Regulation No. 109 of April 1, 2004); the same applies in Article 10 (1)).
- (3) The term of office of the members of the Overall Evaluation Review Committee (hereinafter referred to as a "committee member" from this Article to Article 10) shall be up to the last day of the fiscal year during which one year has elapsed from the day of their appointment as committee members pursuant to the provisions of the preceding paragraph.
- (4) Committee members may be reappointed.
- (5) A Chairperson shall be elected for the Overall Evaluation Review Committee from among its committee members.

(Disqualification of Committee Members)

Article 9 A committee member may not take part in a review to determine the adequateness of overall evaluation results if such review falls under any of the following items:

- (i) The review pertains to the committee member's own appeal against his/her overall evaluation results;

- (ii) The review pertains to an appeal lodged by a university teacher with whom the committee member is judged by the Committee as closely associated against the university teacher's own overall evaluation results; or
- (iii) In other cases where the review pertains to an appeal regarding which the Committee judges the committee member's participation as inappropriate.

(Substitute Members of Committee Members)

Article 10 (1) In cases where a committee member is disqualified pursuant to the provisions of the preceding Article, or where there is a vacancy for a committee member when conducting a review concerning the adequateness of overall evaluation results, the Education and Research Council shall select a substitute member from among the Councilors.

- (2) When a substitute member is appointed, his/her term of office as a committee member lasts up to the end of the relevant review.

### Chapter III Procedure

(Request for Consultation and Explanations from the Evaluator)

Article 11 (1) In cases where a university teacher wishes to seek consultation in relation to his/her individual evaluation results, in principle, such university teacher may make a request for consultation to the adviser provided for in Article 3 within 30 days of the day following the day of receipt of the notice concerning his/her results.

- (2) Upon receiving a request for consultation under the preceding paragraph, the adviser shall report the details of the requested consultation to the evaluator of the relevant individual evaluation.
- (3) Upon receiving a report from the adviser as provided for in the preceding paragraph, the evaluator of the individual evaluation concerned shall promptly provide the university teacher who has requested consultation with explanations about his/her individual evaluation results.

(Appeal)

Article 12 In the case where a university teacher has an objection as to the explanations provided by the evaluator as provided for in paragraph (3) of the preceding Article, such university teacher may file a written appeal with the Chairperson of the Evaluation Review Committee of the department, etc. that conducted the evaluation concerned in the case of departmental evaluation, or with the Chairperson of the Overall Evaluation Review Committee in the case of overall evaluation, in principle, within 14 days of the day following the day of receipt of the explanations concerned.

(Review)

Article 13 Upon receiving an appeal as provided for in the preceding Article, the Evaluation Review Committee or the Overall Evaluation Review Committee (hereinafter referred to as the

“Review Committee”) shall review the results of the individual evaluation associated with the appeal.

(Individual Evaluation by the Review Committee)

Article 14 (1) Where the Review Committee judges, as a result of its review, that individual evaluation results are not adequate, the Committee shall conduct an individual evaluation concerning the university teacher who has filed the appeal concerned (hereinafter referred to as the “appellant”).

(2) The appellant may not file an appeal with regard to the review or individual evaluation conducted by the Review Committee.

(Notification to the Appellant)

Article 15 (1) The Chairperson of the Review Committee shall, within three weeks of the day of receipt of an appeal pursuant to Article 12, notify the relevant evaluator and the appellant of the results of its review and, if the individual evaluation has been conducted pursuant to the provisions of paragraph (1) of the preceding Article, the results of such individual evaluation. In such case, the notification to the appellant shall be made in writing.

(2) Notwithstanding the provisions of the first sentence of the preceding paragraph, the notification may be made within eight weeks of the day of receipt of the appeal concerned if there are special reasons, such as that it takes time to select a substitute member under Article 6 (1) or Article 10 (1).

(Prohibition of Disadvantageous Treatment)

Article 16 (1) The University shall not treat any university teacher in a disadvantageous manner, such as imposing dismissal, for the reason of his/her request for consultation or filing of an appeal concerning individual evaluation.

(2) The University shall exercise care to ensure that any university teacher will not become subject to any defamation, insult or other disadvantageous treatment at the workplace for the reason of his/her request for consultation or filing of an appeal concerning individual evaluation.

(Confidentiality)

Article 17 Employees engaging in duties associated with consultation or appeals shall not divulge the job title or name of any person who has requested consultation or those of any appellant, the details of his/her consultation or appeal, or any other confidential matter that such employees have come to know in the course of their duties.

Supplementary Provisions

These Regulations shall come into force on April 1, 2016.

Supplementary Provisions (Regulation No. 104 of April 1, 2016)

These Regulations shall come into force on April 1, 2016.

Supplementary Provisions (Regulation No. 199 of September 21, 2016)

These Regulations shall come into force on September 21, 2016, and the provisions of the

Regulations for Appeals, etc. Concerning Individual Evaluation of University Teachers

Hiroshima University Regulations for Appeals, etc. Concerning Individual Evaluation of University Teachers after revision by these Regulations shall apply from July 26, 2016.

Supplementary Provisions (Regulation No. 72 of March 31, 2017)

These Regulations shall come into force on April 1, 2017.

Supplementary Provisions (Regulation No. 131 of October 1, 2018)

These Regulations shall come into force on October 1, 2018.