

**Agreement of Intermediate Evaluation and Tenure Assessment for Tenure-track Faculties
Employed under the Program to Accelerate Reforms in the Training System for Female
Researchers, MEXT Special Coordination Funds for Promoting Science and Technology**

November 1, 2013: Proposed by the Steering Committee

November 15, 2013: Approved by the Faculty Meeting

The intermediate evaluation and tenure assessment for tenure-track faculties employed under the Program to Accelerate Reforms in the Training System for Female Researchers, MEXT Special Coordination Funds for Promoting Science and Technology are implemented as follows:

1. The intermediate evaluation and tenure assessment are conducted by the tenure-track faculty evaluation committee (hereafter, the Committee) set up at the Graduate School for International Development and Cooperation (IDEC), Hiroshima University.
2. The tenure assessment is conducted upon the application from the tenure-track faculty member.
3. The tenure assessment is conducted no later than six months before the end of tenure-track term.
4. The procedures of intermediate evaluation and tenure assessment etc. are shown in Appendix A and Appendix B.

Appendix A: The procedure of intermediate evaluation etc.

Intermediate Evaluation

- 1) The Committee implements the intermediate evaluation within six months after the date when half of the tenure-track term passed. If necessary, the tenure-track faculty will be advised.
- 2) The procedure of intermediate evaluation is as follows:
 - ① The tenure-track faculty member submits a report of achievements (see Appendix 1) to the Committee.
 - ② In the Department to which the tenure-track faculty is belonging, an evaluation report is first prepared. And then, it is submitted to the Committee under the name of the director of the Department.
 - ③ The Committee implements the intermediate evaluation based on the report of achievements and the evaluation report mentioned above. Items for the evaluation include:
 - Education activities
 - Research activities
 - Contributions to the university and the society

- Activities in the affiliated associations
- Grants-in-aid for scientific research (JSPS) and other external funds
- Awards and patents
- Others

3) The chair of the Committee reports the results of intermediate evaluation and contents of advises to the Faculty Meeting of IDEC.

Appendix B: The procedure of tenure assessment etc.

Tenure Assessment

1) The tenure assessment is conducted upon the application from the tenure-track faculty. The tenure assessment is conducted no later than six months before the end of tenure-track term.

Note that the Committee can have a hearing to the faculty member(s) of the Department or the tenure-track faculty member, if necessary.

2) The procedure of tenure assessment is as follows:

① The tenure-track faculty member submits the following two documents to the Department: a report of achievements (see Appendix 1) and a supplementary document (any style) that explains how the tenure assessment criteria determined by the Department is met.

Note that the supplementary document can be omitted if the Department does not require.

② In the Department to which the tenure-track faculty is belonging, an evaluation report (Appendix 2) is first prepared based on the report of achievements and the supplementary document (if necessary). And then, it is submitted to the Committee under the name of the director of the Department.

③ The Committee implements the tenure assessment based on the report of achievements, the supplementary document (if necessary), and the evaluation report mentioned above. Items and requirements for the evaluation are shown as follows:

- Education activities: contributions are sufficient;
- Research activities: the criteria determined by the Department are met;
- Contributions to the university and the society: contributions are sufficient;
- Activities in the affiliated associations: contributions are suitable;
- Grants-in-aid for scientific research (JSPS) and other external funds: the criteria determined by the Department are met;
- Awards and patents: Having any awards/patents is preferred.
- Others: Problematic behavior (disciplinary action(s) due to scandal(s) etc. is

(are) taken) is not recognized.

- 3) The chair of the Committee reports the results of tenure assessment to the Faculty Meeting of IDEC. In the Faculty Meeting with full-time professors, a deliberation is done and the tenure position is decided based on votes by full-time professors.
- 4) The dean of IDEC notifies the result of tenure assessment to the tenure-track faculty member.
- 5) If the tenure-track faculty member is not satisfied with the assessment result, he or she should address the dissatisfaction to the dean via an official document within 14 days after the notification. In the official document, he or she should clarify the reasons about the dissatisfaction. If any evidence is available, the copy of the evidence should be attached.
- 6) The dean demands the Committee to make a re-assessment, responding to the above dissatisfaction from the tenure-track faculty member.
- 7) The chair of the Committee reports the re-assessment results to the Faculty Meeting of IDEC. In the Faculty Meeting with full-time professors, a re-deliberation is done and the tenure position is decided based on votes by full-time professors.
- 8) The dean of IDEC re-notifies the result of tenure assessment to the tenure-track faculty member, who has not rights to re-address his/her dissatisfaction.

Supplementary Provision

The above agreement was enforced on November 15, 2013.

Appendix 1: Report of Achievements

Report of Achievements of Tenure-track Faculty Member (Intermediate Evaluation and Tenure Assessment)

Graduate School for International
Development and Cooperation (IDEC)

Title	Full time or not	Division Department	Class hours per week	Term of Appointment	Degrees	Sex	Name Birth date
Lecturer	Full time	Division of Development Science Department of Development Technology		Five years From April 1, 2014 to March 31, 2019	Bachelor (Eng.) Master (Eng.) Doctor (Eng.)	Female	

Education career, capabilities, and employment career	
Date	Particulars
1995.3.25	Graduated from Faculty of ..., ... University
1995.4.1	Enrolled to Master Course of Graduate School of ..., ... University
1997.3.25	Graduated from Graduate School of ..., ... University
1997.4.1	Enrolled to Doctoral Course of Graduate School of ..., ... University
2000.3.25	Graduated from Graduate School of ..., ... University
2000.4.1	... Research Institute (Researcher)
2007.3.31	Retired from ... Research Institute
2007.4.1	Assistant Professor, Department of ..., Division of ..., Graduate School of ..., ... University
2014.4.1	Lecturer, Department of Development Technology, Division of Development Science, Graduate School for International Development and Cooperation, Hiroshima University
Contributions to the university and the society, and activities in the affiliated associations	
Contributions to the university and the society	
Activities in the affiliated associations	
Associations: ...Society; Association of ...;	
Publications (see the attached document)	

In the following pages, please write the following particulars.

- (1) Educational contents to date and achievements (relating to the new subject in charge):
About one page (A4 size)
- (2) List of publications
 - Classify the publications into dissertations, refereed papers, proceedings of international conferences, review articles, and books, etc., before and after the appointment. Describe co-authors, journals/associations, publication years and months and pages.
 - Attach the dissertation(s), if any, and reprints of major publications (a maximum of five publications).
- (3) Research contents to date and achievements (relating to the publications): About one page (A4 size)
- (4) Awards, patents and their contents
- (5) Grants-in-aid for scientific research and other external funds
- (6) Research plan and aspirations of education and international contributions (about one page in A4 size)

Appendix 2: Evaluation Report

Report of Achievements of Tenure-track Faculty Member (Intermediate Evaluation and Tenure Assessment)

Name

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Evaluation policy and method

Evaluation results by item (Notified to the tenure-track faculty member)

- Education activities
- Research activities
- Contributions to the university and the society
- Activities in the affiliated associations
- Grants-in-aid for scientific research and other external funds
- Awards and patents
- Others (including personality evaluation)

Overall evaluation (Notified to the tenure-track faculty member)

(Note)

In case that advices etc. are necessary, describe the evaluation results.

In case of the tenure assessment, describe whether the tenure is approved or not. If the title of the position is changed, describe it.

Date:

The Tenure-track Faculty Evaluation Committee

Chair:

Members:

Appendix 3: Criteria of Tenure Assessment

Criteria of Tenure Assessment determined by the Department of Development Technology

The assessment is comprehensively carried out by considering the following minimal requirements.

- The faculty is recognized as necessary by the Department.
- In the recent four years, the faculty published four or more refereed papers in English as the first author and/or the corresponding author.
- In the recent four years, the faculty won either of Grant-in-Aid Scientific Research projects of JSPS as the principal researcher: Specially Promoted Research; Scientific Research (S), (A), (B), or (C); Challenging Exploratory Research; and Young Scientists (A) or (B).