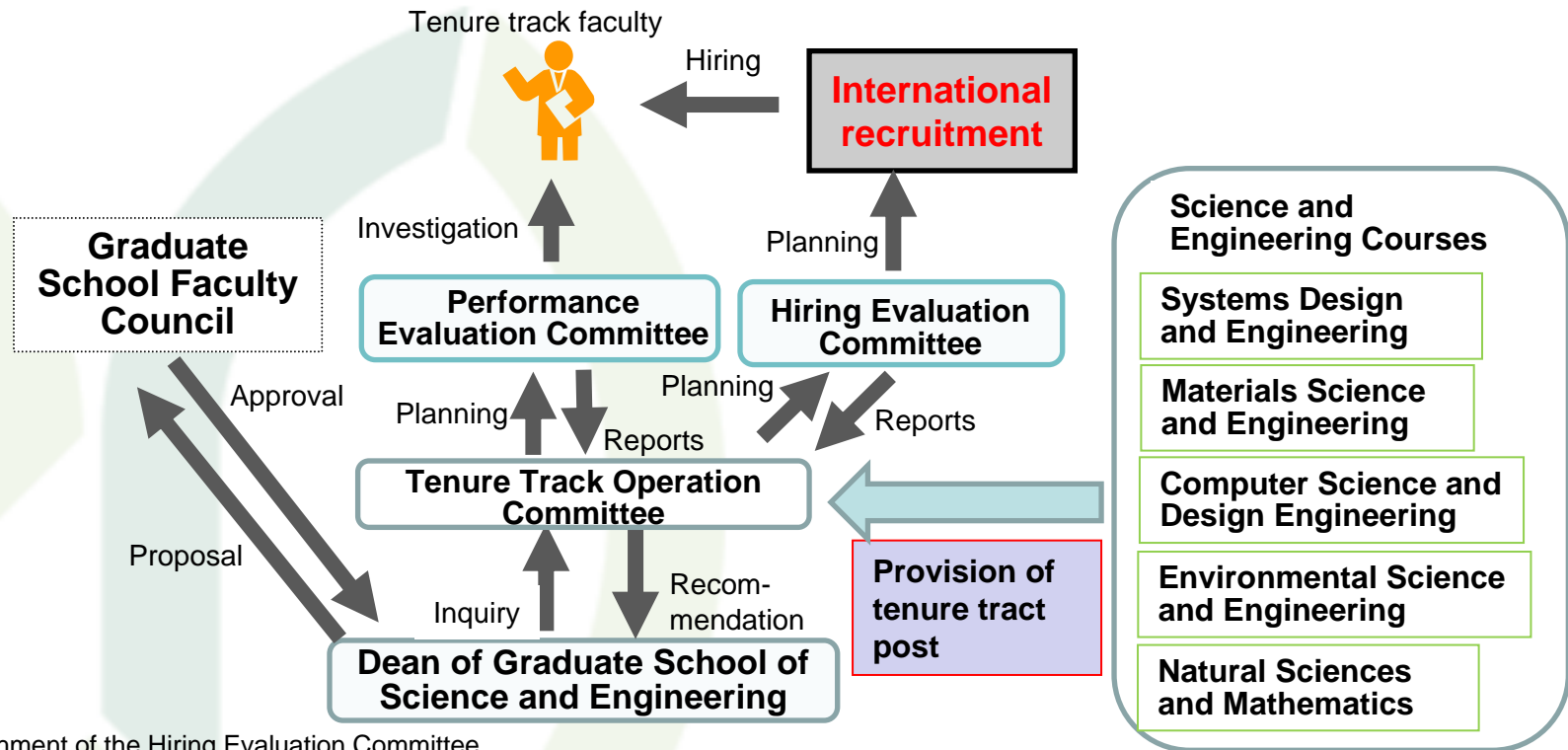


# Hiring Process for Tenure Track Faculty in the Graduate School of Science and Engineering



- (1) Establishment of the Hiring Evaluation Committee
  - Hiring of tenure track (TT) faculty is proposed by the Tenure Track (TT) Committee (composed of the graduate school dean and the heads of each PhD course).
- (2) Establishment of a Hiring Evaluation Committee for each TT faculty
  - 5 or more members selected from the school (minimum 2 faculty from the same research area, minimum 3 faculty from related areas)
  - 1 member selected from outside the school (other university or non-university research agency)
  - Faculty which have instructed the candidate at any time are excluded from the evaluation committee.
- (3) Establishment of selection standards
  - Indexes for judging whether or not a person is capable of acting as a research leader PI are discussed, and the details of recruitment are decided.
- (4) International recruitment of candidates
  - **Recruitment details are determined in accordance with the selection standards, and international recruitment is carried out based on the decided details.**
- (5) Evaluation of applicants
  - Researchers from the same research area compare the performance presented in the application documents with each evaluation item and conduct a peer review.
  - For a maximum of 3 candidates selected from the document evaluation, an approximately 1-hour seminar related to the research contents, Q&A, and interview evaluation are conducted.
  - A comprehensive judgment is made based on the interview results, research results, and other standards, and the most suitable candidate is reported to the TT Operation Committee.
- (6) Hiring
  - The TT Operation Committee provides a recommendation to the dean of the Graduate School of Science and Engineering.
  - The dean makes a proposal to the School Faculty Council and obtains approval.

# TT System in the Graduate School of Science and Engineering

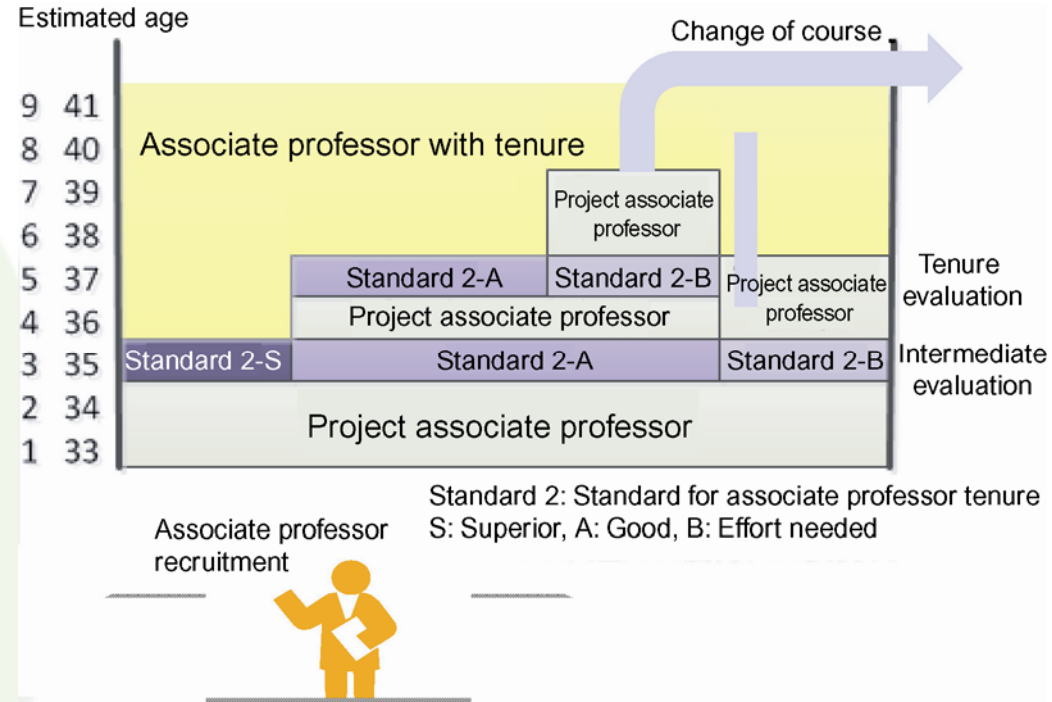
## Creation of an independent research environment

- Hire part-time staff, and provide support for various administrative procedures so that 70% or more of effort can be devoted to research activities.
- Laboratory: 40 m<sup>2</sup>/person, laboratory: 50 m<sup>2</sup>/person
- Allocate mentors to TT faculty.
- Mentors provide instruction, advice, and recommend improvements to research plans so that the research plans proposed by the TT faculty can be carried out efficiently.

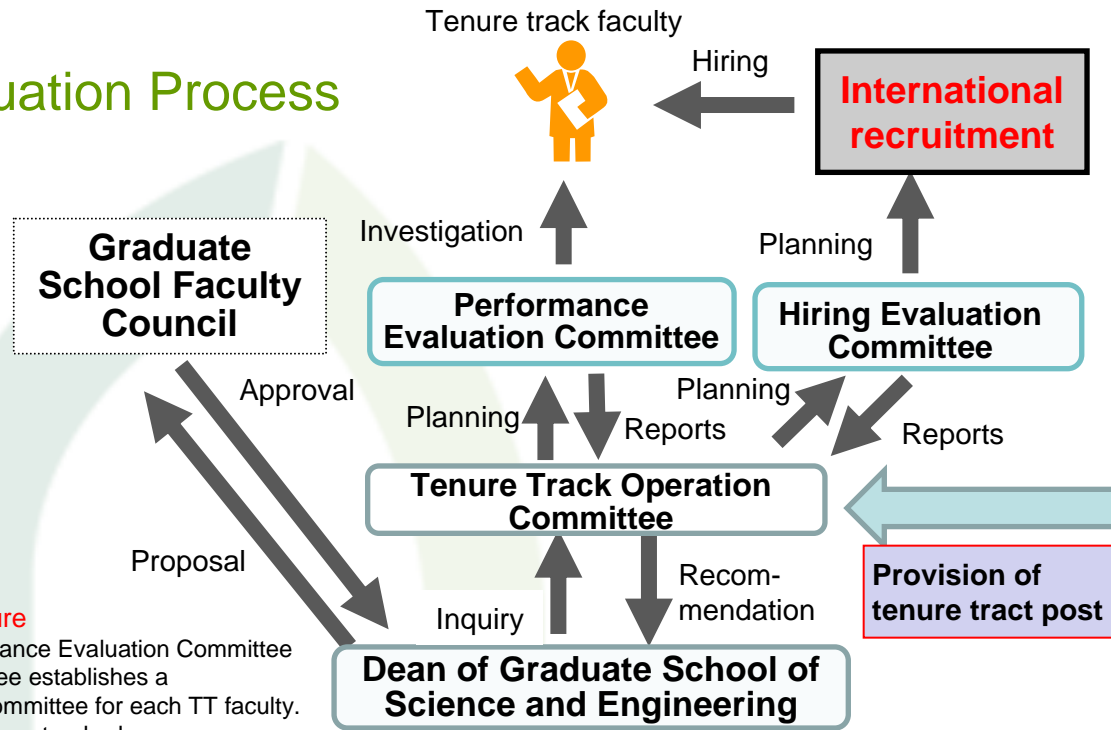
## Intermediate evaluation

- System of the Performance Evaluation Committee
  - The Tenure Track Operation Committee establishes a Performance Evaluation Committee for each TT faculty.
  - 3 committee members (2 instructors from the same research area, 1 instructor from a related research area)
  - **Faculty which have instructed** the candidate at any time are **excluded** from the evaluation committee.
- Evaluation policy
  - For performance after hiring, evaluation standards are created for the research area where the TT faculty belongs.
- Evaluation standards
  - A peer review is conducted covering the evaluation items used at the time of hiring and the faculty's performance, and methods are used to make the performance visible.
  - Evaluations shall consider contributions to society and other elements as necessary.
  - Evaluation uses three grades: S (Superior), A (Good), B (Effort needed).
- Instruction and guidance based on evaluation results
  - Grade S (Superior): Provide advice regarding granting of tenure to the dean.
  - Grade A (Good): Review the initial plan as necessary, and provide advice regarding future research policy. Conduct a tenure evaluation 54 months or later after post was taken.
  - Grade B (Effort needed): Provide instruction for a career course change, aiming to move the faculty out during the remaining term of the post.

(The Graduate School of Science and Engineering provides support for a change in course jointly with the Yamaguchi University Innovation Center.)



# Tenure Evaluation Process



## ■ Tenure evaluation procedure

- (1) Establishment of the Performance Evaluation Committee
  - The TT Operation Committee establishes a Performance Evaluation Committee for each TT faculty.
- (2) Evaluation based on evaluation standards
  - A peer review by external evaluators is conducted of the TT faculty's performance.
  - The Performance Evaluation Committee conducts a comprehensive evaluation based on the peer review results, open seminar, and other performance, and reports to the TT Operation Committee.
- (3) Approval of tenure
  - The dean of the Graduate School of Science and Engineering makes a proposal to the School Faculty Council regarding the candidate recommended by the TT Operation Committee, and obtains approval for granting tenure.

## ■ Evaluation policy

- Evaluations are conducted based on the evaluation standards for the research area which the TT faculty belongs to.
- The evaluation covers **all results and performance** up to that time.

## ■ System of the Performance Evaluation Committee

- Members are selected by the Tenure Track Operation Committee.
- 5 members from within the school (2 from the same research area, 3 from related research areas)
- 1 member from outside the school (same research area at other university or non-university researcher)
- **Faculty which have instructed** the candidate at any time are **excluded** from the evaluation committee.

## ■ Open seminar

- An open seminar is conducted concerning the overall research details up to the time of the evaluation.

## ■ Evaluation standards

- Evaluation items: [1] Research results (papers, reviews, invited lectures, etc.), [2] Results from closed Q&A following the open seminar, [3] Acquisition of external funding as a school representative, [4] International communication abilities, [5] Record of activities and awards at conferences and other events, [6] Record of instructing PhD course students, [7] Contributions to society
- A peer review by outside evaluators is conducted, and methods are used to make the performance visible
- A comprehensive evaluation is made covering instruction performance, management/operations, contributions to society, and other matters.
- Evaluation uses two grades: A (Good), B (Effort needed).

## ■ Handling after evaluation

- TT faculty judged to be A (Good) pass through an evaluation by the School Faculty Council and are hired as tenured faculty.
- TT faculty judged to be B (Effort needed) are advised to move out. The Graduate School of Science and Engineering extends the period of employment by 2 years and provides support for a course change during that period.