Implementing Academic Staff Evaluation at Kyushu University (Basic Policies)

March 17, 2006
President's Decision
Partly revised on March 14, 2008
Partly revised on February 18, 2014
Partly revised on November 24, 2017
Partly revised on January 18, 2023
Partly revised on October 22, 2024

I. Purpose

Faculties/institutes are required to be more active in educational and research activities for Kyushu University to become a top-level education and research hub.

For this purpose, it is necessary for members of the academic staff to individually monitor and evaluate their educational and research activities and make efforts to improve. Further, for faculties/institutes to be more active, it is important for dean/director to understand the educational and research activity of the academic staff through evaluation. It is also important for deans/directors to take advantage of evaluation results for studying future concepts and various measures to support the academic staff.

These efforts by faculties/institutes will be helpful for the president and trustees in understanding the whole university situation and studying measures to be taken. It may also be expected to deepen societal understanding of the university.

Thus, in this document we specify basic evaluation policies for the educational and research activities of the academic staff so that each faculty/institute will make evaluations based on these policies taking their own characteristics into consideration.

II. Staff to be evaluated

Evaluation shall be conducted for full-time academic staff.

<Practices>
- "Full-time academic staff※" refers to all regular employees among academic staff at positions not below research associate. (※As a general rule, the academic staff input ting their data into the Researcher's Activity Developments & Reports System (Q-R ADeRS.))
- Even the staff resigning by the age limit during the evaluation period should submit the Educational and Research Activity Plan (Exhibit 1) and Annual Activity Report (Exhibit 5).
- Members of the staff who are absent during the period to submit the Educational and Research Activity Plan (Exhibit 1) due to long business trips, sick leave, leave of absence from work or childcare leave should submit it after they return to their jobs. If they are absent during the evaluation period, they shall be evaluated after their return to their

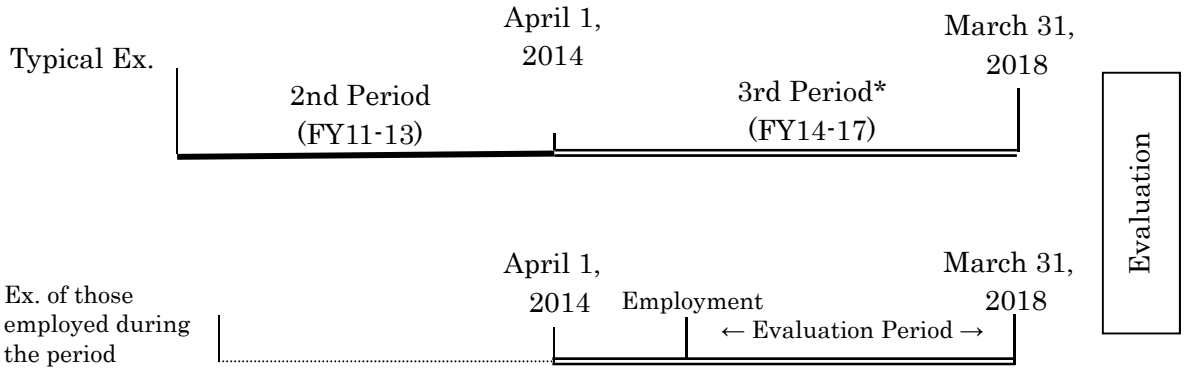
III. Evaluation Period

Evaluation shall be conducted every three years.

<Practices>

- Considering that the educational and research activities of the academic staff need to be evaluated for the long term, the evaluation period is set as three years.
- To make the evaluation period the same for the whole university, the evaluation period is different from the period for re-appointment examination in faculties/institutes using the term system.
- Evaluation is implemented for all academic staff at the same time. Staff employed after the beginning of the evaluation period will be evaluated for a shorter period (less than three years) for the first evaluation.

<Concept of Evaluation Period>



* The 3rd evaluation period is four years. (Ref. X. Others 4)

IV. Unit of Evaluation

Evaluation will be conducted for each section.

<Practices>

- Considering the characteristics of each faculty/institute, the evaluation results of individual staff shall not be judged relatively among several sections.
- Evaluation shall be conducted by faculties/institutes in which each member of the staff belongs. For those who mainly work in the planning office or other sections different from faculties/institutes they belong, or who are concurrently serving as regular faculty members at the Interdisciplinary schools/faculties, the review may be conducted at the home faculties/institutes, based on sufficient cooperation between the two departments.
- For the members whose major job is except education and research, faculties/institutes they belong to shall appropriately evaluate their jobs by creating a new evaluation area or taking any other necessary measures.

V. Implementing Organization

1. The University Evaluation Committee shall decide the policies of the academic staff evaluation for the whole university, organize the evaluation results, notify the results to the staff and publish the general summary.
2. The University Evaluation Committee implements and coordinates the academic staff evaluation for the whole university.
3. A dean/director shall decide and implement the policies of the academic staff evaluation in the faculty/institute and summarize the evaluations for submission to the University Evaluation Committee.
4. A dean/director may, to properly and smoothly implement the academic staff evaluation, establish a Committee for Academic Staff Evaluation or similar committee in the faculty/institute corresponding to the situation of faculty/institute.

VI. Implementation Method

1. Evaluation Area

(1) Evaluation shall, in principle, be made for the evaluation areas corresponding to the basic elements of educational and research activities by the academic staff: Education, Research, International exchange, Collaboration with society, and Administration & management.

(2) Each faculty/institute may add other evaluation areas in accordance with their concepts, goals and purposes.

2. Weight

(1) The academic staff shall, to show the characteristics of their educational and research activities or other activities for all the evaluation areas determined by the faculty/institute, indicate the ratio of efforts made for such areas during the applicable period (hereinafter referred to as the "weight").

(2) Weight shall be shown as a percentage in all educational and research activities and other activities.

(3) The dean/director or the Committee for Academic Staff Evaluation in faculty/institute may, as required, have meetings with the academic staff to adjust the indicated weight, for the purpose of balancing assignment of Education, Research, International exchange, Collaboration with society and Administration & management with in the faculty/institute.

3. Plan

(1) The academic staff indicate the plan of the evaluation period for all the evaluation areas determined by the faculty/institute.

(2) The dean/director or the Committee for Academic Staff Evaluation in faculty/institute may, as required, have meeting with the academic staff to adjust the indicated plan, for the purpose of balancing assignment of Education, Research, International exchange, Collaboration with society and Administration & management with in the faculty/institute.

4. Evaluation Method

(1) The dean/director or the Committee for Academic Staff Evaluation in faculty/institute shall

make the evaluation based on the individual self-evaluation by staff.

(2) For evaluation, the academic staff educational and research activity shall be sufficiently examined so as to consider the process as well as the results.

5. Self-evaluation of Educational and Research Activity

(1) The purpose of the self-evaluation of educational and research activity is for individual academic staff set goals for educational and research activities and individually monitor the progress themselves to find clue for improvement.

(2) Academic staff shall submit a plan for educational and research activities considering the weight of the evaluation areas and the mid-term and long-term viewpoints (hereinafter referred to as the "Activity Plan") to the dean/director at the beginning of the evaluation period according to the form "Educational and Research Activity Plan" (Exhibit 1).

The plan may be revised if a member of the staff changes the Activity Plan during the evaluation period.

(3) Academic staff shall, upon completion of the evaluation period, evaluate the progress of the Activity Plan individually themselves and report the results to dean/director.

(4) Self-evaluation of the progress in the Activity Plan shall be made in accordance with the "Educational and Research Activity Evaluation" (Exhibit 2).

(5) Evaluation in item (3) above shall be made indicating five levels as shown below:

5 Much faster progress than that in my prospects
4 Faster progress than that in my prospects
3 Progress as in my prospects
2 Slower progress than that in my prospects
1 Much slower progress than that in my prospects

6. Self-evaluation by Evaluation Area

(1) The purpose of the self-evaluation by evaluation area is to have the individual member of the staff monitor involvement in the basic job fields of the university: Education, Research, International exchange, Collaboration with society as well as Administration & management and thereby facilitate working toward improvement.

(2) Examples of basic evaluation items and evaluation contents by evaluation area are shown in the attached sheet.

(3) Faculties/institutes may add evaluation items considering its philosophy, goals and purposes as well as characteristics and positions of the academic staff.

(4) For the academic staff who have a certain high performance (such as achievements evaluated as "S: Super-high-level activity situation") in the field of evaluation, faculties/institutes can make their own efforts such as allowing simplification of the description in the field. In that case, faculties/institutes inform the University Evaluation Committee in advance about the standards and methods of implementation that ensure fairness, transparency and objectivity, and notify the academic staff in the faculty/institute before conducting it.

(5) The academic staff shall self-evaluate the activity situations for the items applicable to their activities among the evaluation items determined by faculty/institute after the end of

the evaluation period and submit the total evaluation for each evaluation area to dean/director.

(6) The evaluation of item (5) above shall be made in accordance with the "Evaluation Table by Evaluation Area" (Exhibit 3) with four levels below.

S Super-high-level activity situation

H High-level activity situation

M Moderate-level activity situation

L Low-level activity situation

Note: If there is no applicable activity for any evaluation area or evaluation item, "Not Applicable" shall be indicated.

7. Evaluation by Evaluation Area in faculty/institute

(1) The intention of evaluation by evaluation area in faculty/institute is to understand the current situation of faculty/institute through evaluation and to take advantage of such evaluation in examination of future concepts and various measures to support the academic staff.

(2) The dean/director or the Committee for Academic Staff Evaluation in faculty/institute shall, with reference to the Educational and Research Activity Plan under 5 (Exhibit 1) and its progress and self-evaluation (Exhibit 2), conduct the evaluation by evaluation area in faculty/institute in accordance with the self-evaluation results by evaluation area by the academic staff under 6 above.

(3) If the dean/director decides it necessary, total evaluation may be made on the basis of the evaluation by evaluation area in faculty/institute.

(4) For determination of evaluation, the dean/director or the Committee for Academic Staff Evaluation may have interviews with the academic staff as required.

(5) Evaluation of items (2) and (3) above shall be made according to the "Individual Evaluation" (Exhibit 4) with four levels below:

S Super-high-level activity situation

H High-level activity situation

M Moderate-level activity situation

L Low-level activity situation

Note: If there is no applicable activity for any evaluation area or evaluation item, "Not Applicable" shall be indicated.

8. Summary of Evaluation Results

(1) The dean/director shall summarize the Individual Evaluation and summarize the evaluations for the whole section.

<Practices>

- Academic staff shall, when preparing the Educational and Research Activity Plan (Exhibit 1) as in item (2) of 5 above, describe the activity plan during the evaluation period for these five areas: Education, Research, International exchange, Collaboration with society, and Administration & management. If any new area is added by faculty/institute, the staff is also required to fill in such additional area. Note that, however, it is not necessary to describe any plan for the areas not applicable to their activities among the areas.

  In addition, it is not necessary to fill in the "Departmental medium-term plan number" space in this Plan if faculty/institute does not have such numbers.
- Evaluation items in the self-evaluation by evaluation area according to 6 consist of common items determined for the whole university and additional items determined by the section as shown in items (2) and (3) of 6.
- The academic staff who has been transferred to another faculty/institute in the university shall submit a new Educational and Research Activity Plan (Exhibit 1) to faculty/institute after transfer unless there are special circumstances (for example, if it is agreed between the transferred individual and the dean/director after transfer that the same Plan is acceptable).
- Academic staff shall submit the Educational and Research Activity Plan (Exhibit 1) to the dean/director by the date specified by the University Evaluation Committee.
- Academic staff shall, in addition to the Annual Activity Report (Exhibit 5), take advantage of various data such as course evaluations by students in the self-evaluation of their educational and research activity and self-evaluation by evaluation area.
- A dean/director or the Committee for Academic Staff Evaluation in faculty/institute shall, after the end of the evaluation period, conduct the evaluation by evaluation area in faculty/institute by the date specified by the University Committee for Academic Staff Evaluation.
- A section manager shall submit the Individual Evaluation (Exhibit 4) of the evaluated academic staff member and the summary of the section to the University Evaluation Committee.

VII Annual Activity Report

1. Academic staff shall submit the Annual Activity Report (Exhibit 5) as the basis of evaluation to the dean/director by the separately specified date after the end of every fiscal year.
2. The data in the Researcher's Activity Developments & Reports System (Q-RADeRS) shall be used for preparation of the Annual Activity Report.
3. Each faculty/institute may add items to the Annual Activity Report in accordance with its philosophy, goals and purposes.
4. The president and the dean/director may use the Annual Activity Report as the materials developing new directions at Kyushu University or in faculty/institute.

<Practices>
- Although the evaluation period lasts for three years, the academic staff shall submit the Annual Activity Report (Exhibit 5) as the basic material for evaluation to the dean/director by the date specified by the University Evaluation Committee every fiscal year.

VIII Evaluation Results

1. The University Evaluation Committee shall notify the academic staff of the evaluation results by Individual Evaluation Notice (Exhibit 6).
2. Evaluation results shall be published as the summary of evaluation results. Evaluation results for individuals on the academic staff shall not be published.
3. The president and the dean/director may take advantage of the evaluation results of individuals of the academic staff to develop new directions at Kyushu University or the faculty/institute and use the results as materials for re-appointment examination of academic staff with term and for support of academic staff.

IV Making Objection

1. Academic staff may make an objection to the president about the evaluation results notified by the University Evaluation Committee.
2. If any objection is made by the academic staff about the evaluation results, the University Evaluation Committee shall re-examine the results.

<Practices>
- Objection to the evaluation results sent to the president shall be in writing within 30 days from the date when the staff receives the evaluation results notification.
- If any objection is made by the academic staff, the University Evaluation Committee shall substantially re-examine the evaluation results, and make a decision.

X. Others

1. University Evaluation Committee shall examine important matters in relation to implementation of the academic staff evaluation.
2. Academic staff evaluation will be fully implemented from fiscal year 2008.
3. When implementing the academic staff performance evaluation, academic staff use Researcher's Activity Developments & Reports System (Q-RADeRS), the input/output system for Exhibits 1 to 5. Academic staff shall log in this system using the ID and password of SSO-KID.
   (About SSO-KID: http://web.sso.kyushu-u.ac.jp/English/)
4. The 3rd evaluation period of implementation is four years (from FY 2014 to FY 2017) in order to improve efficiency by linking efforts of Academic staff evaluation and National University Corporation Evaluation.

Exhibit 1 For Educational and Research Activity Plan

<Practices>

- The jobs for which secrecy is required (in case of entrance examination committee member, for example) shall be separately understood by the dean/director of the applicable academic staff member, who will take such job into consideration for evaluation. The applicable staff member shall not describe such job in the Educational and Research Activity Plan.
- If a member of the academic staff is in charge of education, research or medical treatment at faculty/institute other than the one he/she belongs to and his/her activity plan matches any of the mid-term plan items of that faculty/institute, the number of such mid-term plan may be described.

Note: Matters described in dotted line boxes are determined for practices of this decision by the president at the University Evaluation Committee.