Annex Form No. 4 (Related to Article 3)

Research Achievement Record

Date:

Name:

R1:Peer-reviewed Academic Journal Articles:

R2:Books and Chapters:

R3:Peer-reviewed International Conference Proceedings:

R4:Non-reviewed Academic Articles (invited papers)

R5:Peer-reviewed Academic Papers (Bulletin)

R6: Others

Others:

No. of R1:Peer-reviewed academic journal articles: \_\_\_\_

No. of R2:Books and Chapters: \_\_\_\_\_

No. of R3:Peer-reviewed international conference proceedings: \_\_\_\_

No. of R4:Non-reviewed Academic Articles (invited papers)

No. of R5:Peer-reviewed Academic Papers (Bulletin): \_\_\_\_

No. of R6:Others

**EXAMPLE**

Annex Form No. 4 (Related to Article 3)

Research Achievement Record

Date: 2018/11/30

Name:

R1:Peer-reviewed Academic Journal Articles:

1) Shadow Naomie, Ono Yoko, & Lenon John, Evaluation by Native and Non-native English Teacher, in *English Language Teaching*, Vol.X, No. Y, pp. xx-yy, July 2016.

2) Shadow Naomie & Miyazawa Rie, English Class in Japan and in China, in *Journal of the IATEFL (International Association of Teachers of English as a Foreign Language)* , Vol. XX, pp. 3X-4Y, May 2015.

R2:Books and Chapters:

1) Shadow Naomie, *L2 Reading Proficiency, and Working Memory,* Berlin, Germany: Arnold Academic Publishing GmbH & Co. KG. 280 pp., in print.

2) Shadow Naomie, Trauma and Language (Shart Michael, LaBlanche Patrick eds. *Trauma in Different Culture*, Bordeaux: Bordeaux University Press, 300p.) pp.94-115, September 2017.

R3:Peer-reviewed International Conference Proceedings:

1) Shadow Naomie, Ono Yoko, & Miyazawa Rie, Asian EFL Students Reading Processes for Academic Papers in English, in Proceeding of the International Symposium "*Development of English texts and Education in ASEAN countries",* pp. 00-00, January 2014.

Others:

No. of R1:Peer-reviewed academic journal articles: \_\_\_\_

No. of R2:Books and Chapters: \_\_\_\_\_

No. of R3:Peer-reviewed international conference proceedings: \_\_\_\_

No. of R4:Non-reviewed Academic Articles (invited papers)

No. of R5:Peer-reviewed Academic Papers (Bulletin): \_\_\_\_

No. of R6:Others

How to complete the Research Achievement Record

[Evaluation with emphasis on research achievements].

1. Use a computer to prepare the document (A4 size paper with approximately 2 cm margins at the top, bottom, left and right of the page). Use black ink or a black ballpoint pen and write in block style for the handwritten part.

2. Write the year in the Western calendar style.

3. In addition to this "Research Achievement Record", a "Complete Research Achievement Record" (see example) must be prepared and submitted separately.

4. In the "Research Achievement Record" list five publications of the past five years that are considered important. Please divide the list into "publications" and "academic papers," and list each of these in order, starting with the most recent publication.

(1) In the case of a faculty member's promotion to a new position, the same achievements that were used in the review process at the time of his or her appointment may not be used.

(2) Only one research achievement, even if it was published more than five years ago, may be included if it is of particular importance among the candidate's achievements.

(3) If the applicant has less than five achievements in the past five years, list five achievements including those published more than five years ago.

(4) If the total number of publications is less than five, list all of them.

(5) In the case of joint authorship, clearly indicate “Joint authorship” at the end.

(6) In the case of peer-reviewed publications, clearly indicate "peer-reviewed" at the end.

(7) In the case of book publications, indicate the ISBN if any at the end.

(8) For academic papers, indicate the ISSN or DOI if any at the end.

5. If the doctoral dissertation is to be reviewed, write "Doctoral Dissertation" as a separate entry at the beginning of the “Record”.

6. Papers that have been divided or serialized in a journal or other media are considered as one publication.

7. For book publications, list the following items in order of: author(s), book title, place of publication, number of pages, and year of publication. Underline the name of the applicant in the list of authors (see example). In the case of joint authorship, before the book title, write the names of the chapters and other information the applicant oversaw.

8. For academic papers, list the following items in order of: author(s), paper title, journal title, volume, number, page numbers, and the year and month of publication. Underline the name of the applicant (see example). In the case of many co-authors, they may be omitted. However, indicate the number of co-authors and as well as the ranking of the applicant among all the authors.

9. If the manuscript is in the process of being printed, it may be listed if clearly marked as "in print". In this case, attach the publisher's certificate of publication or a document certifying that the manuscript has been formally accepted after peer review or other types of review (see example).

10. When listing achievements other than books or academic papers (e.g., teaching materials, videos, etc.), clearly indicate the type of work and state the title of the work, type, year of publication, etc.

11. Concerning "Example Entries”

The provided example does not need to be strictly followed. Instead, the formatting style of the applicant’s field of research may be followed, provided the achievements can be identified and the quantity and timing of publication are specified.

**Handling of Research Achievements, etc. in the Selection Process of University Faculty**

**[Evaluation with emphasis on research achievements]**

**1. Points to keep in mind when selecting research achievements to be reviewed**

(1) Research achievements that have been subject to review by peer review in the past at the University of Tsukuba for personnel matters cannot be reviewed by peer review again.

(2) If a research achievement is co-authored by more than one faculty member at the University and one of the co-authors has been included in the List of Research Achievements for review, it is preferable that another co-author not be included in the List of Research Achievements for appointments in the same field.

**2. Important research achievements to be included in the Research Achievements Record**

From the research achievements that do not conflict with point 1 above (hereinafter referred to as "achievements" in this section), five significant achievements should be listed according to the following conditions. All achievements listed in the “Research Achievement Record” will be subject to peer review.

(1) As a general rule, only works published in the past five years should be included in the list. The term "the past five years" refers to the period of five complete years prior to the date of the CV.

(2) Even if the applicant has more than five achievements in the past five years, it is possible to submit one achievement published prior to the past five years, within the list of five significant achievements, if the Departmental Personnel Committee finds that this particular publication is noteworthy of the candidate's achievements.

(3) If the applicant has less than five achievements in the past five years, list five achievements including those published more than five years ago.

(4) If all achievements combined are less than five, all achievements shall be listed.

(5) Notwithstanding (1) to (3) above, when the Departmental Personnel Committee approves, less than 5 significant achievements may be listed in the research achievement record to the extent that the number of significant achievements is not less than the number required by the selection and review criteria of the Departmental Personnel Committee's Bylaws.

**3. Research Achievements in Print**

If approved by the Departmental Personnel Committee, research achievements in print may be included in the Research Achievement Record. However, they must be accompanied by a certificate or other document issued by the publisher or editorial board.

September 1, 2016.

Approved by the 127th Personnel Planning Committee