FACULTY STAFF SCREENING RECORD

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | Male/Female | | Nationality | |  | |
| Date of Birth | | (Age: ) | Current  Address | |  | | | |
| Academic Background | University  Faculty Department | |  | | | Year　Month | |  |
| Graduate School  Postgraduate Course  Major  Curriculum | |  | | | Year　Month | |  |
|  | | | Year　Month | |  |
|  | | | Year　Month | |  |
| Year Month Name of Degree  (awarded by)  Title of Master’s Thesis | | |  | | | | | |
| Year Month Name of Degree  (awarded by)  Title of Doctoral Thesis | | |  | | | | | |
| Current Occupation | | |  | | | | | |
| Academic Achievements | | | Thesis, Report | (a) items, (b)　　items, (c)　　items, (d)　　items | | | | | |
| Design, Work | (a) items, (b)　　items, (c)　　items | | | | | |
| Literary Work, Patent etc. | Literary Work 　 items,  Patent, Design Registration etc. (a) 　 items, (b) 　　items | | | | | |

　 I affirm the above to be true and correct in every respect.

Date: Year Month Day

Name: Seal:

Personal Record of Faculty Staff

1. Personal History

|  |  |
| --- | --- |
| Education History | |
| Year Month | University Faculty Department, Graduate School Postgraduate Course Major etc. (enter the name of the degree as well) |
|  |  |
| Work History | |
| Year Month | Items (enter your position including part-time work that is related to your major, research as well) |
|  |  |
| Academic Society Activity History | |
| Year Month | Items (provide a summary of your positions etc.) |
|  |  |
| Social Activity History | |
| Year Month | Items |
|  |  |
| Other special items (external funds raised, joint research with external parties etc.) | |
| Year Month | Items |
|  |  |
|  |
| Awards & Punishments | |  | |
| Year Month | Items |
|  |  |

2. Educational Skills (Creed), Management & Operational Track Record

|  |  |  |
| --- | --- | --- |
| Matters related to Educational Skills | Year　Month | Summary |
| (1) Practical examples of teaching methods |  |  |
| (2) Written textbooks and teaching materials and examples of their use |  |  |
| (3) Evaluation of educational skills by university, students and third party institutions |  |  |
| Educational Creed | | |
|  | | |
| Matters related to Management & Operational Track Record | Year　Month | Summary |
|  |  |  |

3. Academic Achievements (Thesis, Reports etc.)

|  |  |
| --- | --- |
| (a) Research Thesis, Report (those published in academic journals with review bodies)  　(enter 30 items or less) | |
| No. | Title: Names of all authors, name of publication, volume no., first page – last page (publication year) |
| 1  2 | (Others　　　items) |
| (b) Research Thesis, Report (those published in academic journals other than the above)  (enter 10 items or less) | |
| No. | Title: Names of all authors, name of publication, volume no., first page – last page (publication year) |
| 1  2 | (Others　　　items) |
| (c) Review, Commentary etc. (enter 10 items or less) | |
| No. | Title: Names of all authors, name of publication, volume no., first page – last page (publication year) |
| 1  2 | (Others　　　items) |
| (d) Major Speeches & Lectures (enter 10 items or less) | |
| No. | Title: Names of all speakers, name of publishing society etc. (venue), collection of speech summaries, collection of theses, first page – last page (date) |
| 1  2 | (Others　　　items) |
|

4. Academic Achievements (Design, Works etc.)

|  |  |  |
| --- | --- | --- |
| 1. Designs or works (those selected by authoritative review bodies) ( enter 30 items or less) | |  |
| No. | Title: Names of all designers and creators, review bodies, publishing organizations etc.,  Date of publication |
| 1  2 | (Others　　　items) |
| (b) Designs or works (those published, released in printed matter such as books other those above) ( enter 10 items or less) | |
| No. | Title: Names of all designers and creators, publishing journals, organizations etc.,  Date of publication |
| 1  2 | (Others　　　items) |
| (c) Designs or works (other than those in the preceding two paragraphs) ( enter 10 items or less) | |
| No. | Title: Names of all designers and creators, related organizations etc.,  Date of publication |
| 1  2 | (Others　　　items) |

5. Literary Works (enter 10 items or less)

|  |  |
| --- | --- |
| No. | Name of literary work, solo or co-authorship, name of editor or first author in the case of co-authorship, publishing house, date of publication |
| 1  2 | (Other　　　items) |

6. Patents, Design Registration etc. (enter 10 items or less for (a) and (b) each)

|  |  |  |
| --- | --- | --- |
|  | 1. Granted Items | |
|  | No. | Name of item, names of all inventors, registration no., date granted / registered |
|  | 1  2 | (Others　　　items) |
|  | (b) Pending Items | |
|  | No. | Name of item, names of all inventors, patent pending no., date of application |
|  | 1  2 | (Others　　　items) |

Explanation of Academic Achievements of Faculty Staff Candidate

Name of Faculty Staff Candidate:

Keywords (5 to 8 words):

Points to Note when Completing the Faculty Staff Screening Record

for the Graduate School of Engineering

(Cover Sheet)

1) State the official title of the recommendation party (Department Head, Faculty Head etc.) if recommended by the department.

2) Dates such as birthdate etc. in the screening record may be entered in either Japanese or Gregorian year format.

(Screening Record)

1)In the section on academic history, indicate whether you have completed post-graduate school, completed the full-term coursework without being conferred a degree, or whether you have dropped out of graduate school.

2) Enter also the title of your position for your current occupation.

(Personal Record)

1.　Personal History Matters

(a) Academic History

　1) Enter the name of the degree obtained besides indicating whether you have completed post-graduate school, completed the full-term coursework without being conferred a degree, or whether you have dropped out of graduate school.

　2) Enter any professional national qualifications and licenses that you may have e.g. faculty staff, patent attorney, consulting engineer, qualified architect etc.

　3) Enter in this section any experience that you may have as a foreign student overseas.

(b) Work History

　1) Enter your previous job titles and corresponding periods and indicate “Present” for your current post.

　2) Enter in the work history section any experience that you may have as a research student, auditing student, and professional part-time worker etc. as well.

　3) Enter in this section any experience that you have studying or working overseas as a researcher.

(c) Academic Society Activity History

　1) Enter the names of the academic societies that you have joined in the order that you were admitted. Provide a summary of your job titles and the corresponding periods (start – end) in each academic society.

　2) List down the names of the societies, event venues and dates if you have worked as an Organizing Committee Chairman or organizer for conferences and conventions both within and outside of Japan.

(d) Social Activity History

1) Enter the names of the organizations other than societies that you have joined in the order that you were admitted. Provide a summary of your job titles and the corresponding periods (start – end) in each organization.

　2) Enter your job titles and the corresponding periods (start – end) for government agency and local municipal activities that you have taken part in.

(e) Other Special Matters

　1) List down your external fund raising record in the most recent 5-year period.

　2) List down the research themes and names of the joint researchers and companies etc. for joint research projects that you have undertaken with external parties (including those overseas) in the most recent 5-year period.

　3) For personal activities, enter the name of the activity and the corresponding duration or period (start – end).

(f) Awards and Punishments

　1) List down matters worthy of special mention that are related to your academic achievements e.g. society awards, thesis prizes, awards for designs and works etc.

2. How to complete the sections on “Matters Regarding Educational Skills” and “Matters Regarding Management & Operational Track Record”

Use the entry example below as a guide to fill in any relevant matters, including those whose dates cannot be specified.

[Examples of Matters etc.]

(Matters Regarding Educational Skills)

(1) Practical examples of teaching methods

・Initiatives that you have undertaken with regards to teaching methods

・Lessons using multi-media devices (initiatives to foster more in-depth understanding through the use of audio-visual teaching aids such as computer, video etc.)

(2) Written textbooks and teaching materials and examples of their use

・Thinking and policy of use regarding textbooks, teaching materials

・Summary and method of use of literary works such as textbooks, teaching materials, lecture notes that are being used as textbooks. Enter any officially published textbooks in the section on literary works as part of your achievements.

(3) Evaluation of educational skills by university, students and third party institutions

・Evaluations that you have undergone in the educational aspect (the reasons and evaluation results: list down actual results of evaluation by third parties, internal appraisal history for lessons conducted, best teacher awards etc.). For best teacher awards etc., enter these in the section on awards and punishments as well.

(Educational Creed)

・Describe in concise terms your educational creed.

(Matters Regarding Management & Operational Track Record)

・Management and operational track record for work that you have involved in so far (track record as committee members and positions in the university, post-graduate school, bureau, center, department etc. for university-related work, and track record in management and operation for other work (companies etc.).

1. Academic achievements for theses and reports: In principle, number and list down your key achievements in the professional field in the most recent 5-10 year period in chronological order starting from the latest achievement. Prepare an explanation sheet in accordance with the attachment <<Written Example>> to provide an easy-to-understand summary of your research so far. In this case, use the same numbers for the research thesis, report as those given in the record. If there are many designers and creators, you do not necessarily need to fill in all the names but the name of the participating organization and qualifications (role) must be clearly stated.

(a) You can include definitive items that have been reviewed in this section but do not include submissions and planned submissions. Keep the number of thesis entered to 30 or less even though the selection committee members may require the submission of more than 30 items as materials for consideration.

(b) Enter academic investigation and research reports by authoritative issuing institutions such as scientific research expense reports and field investigation reports etc. In addition, the collected works of international conferences such as proceedings etc. shall be included in Section (b) in principle, but may also be entered in Section (a) depending on the extent of the review and professional field.

(c) Enter any reviews, commentaries, co-writing, and translations with academic value etc. in this section (except for book review, material introduction, society report, summaries of corporate announcements etc.)

(d) Append the word “(Invited)” in front of the title for invited lectures to differentiate between general lectures and invited lectures in this section. Indicate also the city where the event was held (for foreign countries, enter the city and country)

4. Academic achievements for designs and other works: In principle, number and list down your key achievements in the professional field in the most recent 5-10 year period in chronological order. If there are many designers and creators, you do not necessarily need to fill in all the names but the name of the participating organization and qualifications (role) must be clearly stated.

(a) Enter works whose designs are led by a committee or organization in this section, including architectural works for public facilities in cities and prefectures etc. whose designs are carried out under strict procedures. Keep the number of items entered to 30 or less even though the selection committee members may require the submission of more than 30 items as materials for consideration.

(b) Enter items that have been rated highly from a professional viewpoint in the publications section, including magazines, exhibitions / exhibition catalogs, newspapers etc. Enter also items such as exhibition works that do not apply to (a) here.

(c) Enter design achievements, personal activities (personal exhibitions etc.) other than those in (a) and (b) above in this section.

5. Literary Works: If the book is part of a series, enter the name of the series within parentheses after the name of the book. Enter the total number of pages if the book is written alone, and the name of the chapter or section together with the page number (first page – last page) for jointly-written works. For overseas publishing houses, indicate the city that it located as well.

6. Patents, Design Registrations etc.: Enter those items which have been reviewed and for which the rights have been granted in Section (a) and those that are still pending in Section (b). These sections cover trademark registration and utility model registration as well. Keep the number of items listed under (a) and (b) to 10 or less each and if this is exceeded, indicate the number in excess under “Others ○○items”.

(Note)・Enter any experience that you may have as a guest member (professor, associate professor) or part-time lecturer in accordance with the full-time service above as well.

　　 ・The size of the entry text etc. is not specified but the format of a record should be maintained.

・Delete the number “1” for non-applicable items and do not leave any blank spaces behind by entering “NIL” and removing any empty lines.

(Entry Example)

* 1. Personal History

|  |  |
| --- | --- |
| Year　Month | Social Activity History |
| Year　Month  　 - 　Year　Month  　　 Year　Month | (Organization)  　　　XX City XX Review Committee Member  (個人)  　　　○○市立××中学校にて講演 |

* 1. Educational Skills (Creed), Management & Operational Track Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Matters Regarding Educational Skills | Year　Month | | Summary | |
| (1) Practical examples of teaching methods  ・Compilation of drawings for practical lessons in the study of XX | X Year X Month | | As an associate professor in the XX Department, XX Faculty of XX University, I used a CCD camera to take pictures of the slides used in the “XX Tutorial” (specialist subject, person-in-charge for the Year X, half-term, compulsory X credit) that I was responsible for and allowed them to be viewed on a computer or copied by those who wanted it. Using this collection of pictures and textbooks, students could revise them at home while looking at the samples. | |
|
| (2) Written textbooks and teaching materials and examples of their use  　・Study of XX・XX Seminar –  (XX XX Edition)，XX Publication，XX Year | X Year 　X Month | | Compiled key theses in the field of XX and using seminar teaching material on XX with commentaries and easy-to-understand terms for the benefit of the undergraduate and postgraduate students. | |
| (3) Evaluation of educational skills by university, students and third party institutions  　・Best Teacher Award  　・Evaluation of lesson by students | X Year X Month  XX Fiscal Year | | Awarded Best Teacher Award by XX University for the improvement of teaching methods.  Conducted lesson appraisal by students within the faculty.  Highly-rated in general.  Etc. | |
| Educational Creed | | | | |
| I strive to make my lessons easy to understand based my previous teaching and research experience etc. | | | | |
| Matters Regarding Management  & Operational Track Record | | Year　Month | | Summary |
| (University-related)  XX Education Committee Member for the entire university  YY University □ Faculty, Head of ○○ Department  (Private Companies)  Contribute to the skills development of company staff as the head of engineering research in the Nishi-Chiba Research Center of Chiba Co., Ltd. | | Year　Month  - Year　Month  　　Year　Month  - Year　Month  　　Year　Month  - Year　Month | | My many achievements include improving the research capabilities of the laboratory staff through new performance appraisal, creation of a training plan, and supervision that complies with these. |

**《Written Example》**

Explanatory Sheet of Academic Achievements of Faculty Staff Candidate

Name of faculty staff candidate: Kotaro Chiba

Keywords (from 5 to 8 words): Adsorption materials, polymers, radiation graft polymerization, ultra-pure water production, protein refining, fiber, porous membrane, expansion and contraction of high polymer chains

The academic achievements of Kotaro Chiba can be broadly classified into the following three categories. An explanation for each respective category is given below.

(1) Production of adsorption materials that improve the quality of ultra-pure water

(Related theses no.: 1 to 6 and 19)

　In the precision electronics industry, a large amount of ultra-pure water is used to wash the surface of semiconductors etc. As ultra-pure water contains metallic ions at extremely low concentration levels, this may lower the performance of the products. Therefore, solid adsorption materials are required to efficiently capture and remove the microscopic amounts of metallic ions under a high flow rate. Kotaro Chiba proposed a production technique that fixes the chemical structure capturing the metallic ions in a fiber with a form that is suitable for high-speed collection.

(2) Development of protein refining materials to support bio-technology

(Related theses no.: 17 to 18, 23)

An active ingredient for cold medicine called lysozyme is dissolved in egg white. Lysozyme is a protein that dissolves bacterial cells. If the protein can be purified at a high speed, the protein refining cost can be reduced correspondingly. Kotaro Chiba devised a technique for transporting proteins in the fluid flow passing through a porous, hollow fiber membrane made of high polymer chains with a chemical structure capable of capturing the proteins and verified the high-speed, high-purification refining process.

(3) Basic study on the production of functional materials using radiation graft polymerization

(Related theses no.: 20 to 22, 24 to 30)

When a generic high polymer like polyethylene is exposed to radiation, a radical (active) spot occurs due to the breakup of the chemical bond in the polymer. Radiation graft polymerization is a technique to graft a new high polymer chain onto the radical. The analysis of the expansion and contraction behaviour of this high polymer chain in various fluids is required for the design of high performance materials. Kotaro Chiba established a method for evaluating the degree of expansion and contraction of the high polymer chain from changes in the permeability of the porous material when the high polymer chain is attached to the porous membrane.

Among these academic achievements, based on the results of (1), Company R is manufacturing and testing a metallic ion collection machine that can be applied to the ultra-pure water supply line for semiconductor manufacturing factories. Expanding on the research in (2), Company A has manufactured and started sales of membrane modules that can be applied to the manufacturing process of anti-body drugs. END