

\* The Japanese version is the authoritative version and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

## **The University of Tokyo Regulations on Conditions of Employment of Academic Staff**

Established: The University of Tokyo Rules No. 16; April 1, 2004  
Revised: The University of Tokyo Rules No. 356; March 28, 2005  
Revised: The University of Tokyo Rules No. 117; March 26, 2007  
Revised: The University of Tokyo Rules No. 83; March 26, 2009  
Revised: The University of Tokyo Rules 109; March 26, 2015

### **Article 1 Purpose**

The purpose of these Regulations is to provide for personnel matters regarding academic staff members of the University of Tokyo (hereinafter referred to as the “University”) pursuant to the proviso of Article 3 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rules No. 11 of 2004; hereinafter referred to as the “Rules on Conditions of Employment”).

### **Article 2 Scope of Application**

These Regulations apply to the following academic staff members:

- (1) Professors, Associate Professors, Lecturers/Assistant Professors, Research Associates/Assistant Professors, and Research Assistants/Research Associates (hereinafter referred to as “University academic staff”); and
- (2) Senior Vice-principals, Senior Teachers, Advanced Skills Teachers, Teachers, and Nursing Teachers at the University of Tokyo affiliated secondary education school (hereinafter referred to as “affiliated school academic staff”).

### **Article 3 Method of Selection**

1. The Faculty Councils shall conduct the selection process for hiring and promoting University academic staff.
2. If a Faculty Council deliberates regarding the selection process provided in the preceding paragraph, the head of the organization to which that Faculty Council is affiliated (hereinafter referred to as the “organization head”) may express an opinion to the Faculty Council regarding the selection based on the personnel policies of the organization concerned.
3. The Faculty of Education shall conduct the selection process for hiring and promoting

affiliated school academic staff.

#### **Article 4 Reassignment and External Assignment**

University academic staff shall not be ordered to be reassigned or assigned to work on an external assignment against their will, unless the process stipulated in the University of Tokyo Regulations on Disciplinary Action Procedures against Academic Staff (Rules No. 19 of 2004; hereinafter referred to as “Regulations on Disciplinary Action Procedures”) has been followed, and excluding reassignment or external assignment when the position held at that time ceases to exist because of the abolition or restructuring of organizations.

#### **Article 5 Period of Leave of Absence**

Following deliberations, the Faculty Councils shall prescribe individual periods of leave of absence of up to three years for University academic staff who require long-term recuperation for mental or physical disabilities.

#### **Article 6 Demotion and Dismissal**

University academic staff shall not be demoted or dismissed against their will, unless the process stipulated in the Regulations on Disciplinary Action Procedures has been followed.

#### **Article 7 Period of Employment**

1. In accordance with the University of Tokyo Rules on Period of Employment for Academic Staff, University academic staff may be employed for a set period of up to five years.
2. The renewal of employment after the expiration of the period of employment set in accordance with the preceding paragraph shall be governed pursuant to the provisions of the University of Tokyo Rules on Period of Employment for Academic Staff.

#### **Article 8 Mandatory Retirement Age**

The mandatory retirement age for University academic staff is 65 years of age pursuant to the provisions of Article 18, paragraph 2 of the Rules on Conditions of Employment. The retirement date is the first March 31 that falls on or after the day University academic staff reach retirement age.

#### **Article 9 Disciplinary Action**

University academic staff shall not be subject to disciplinary action unless the process stipulated in the Regulations on Disciplinary Action Procedures has been followed.

#### **Article 10            Assessment of Work Performance**

Assessment of University academic staff's work performance and measures following the result of such assessments are carried out based on standards prescribed by the President based on deliberations by the Education and Research Council.

#### **Article 11            Probationary Period**

The probationary period for teachers at the University of Tokyo affiliated secondary education school to be prescribed separately pursuant to the provisions of Article 8, paragraph 1 of the Rules on Conditions of Employment shall be one year.

#### **Article 12            Training Opportunities**

1. University academic staff and affiliated school academic staff shall be given opportunities to undergo training.
2. University academic staff and affiliated school academic staff may undergo training at sites away from their workplace, with the approval of their organization head, provided that this does not impede their education and research at the University.
3. University academic staff and affiliated school academic staff may undergo long-term training while maintaining their current position at the University.
4. Sabbatical training of University academic staff shall be governed pursuant to the provisions of the University of Tokyo Regulations on Academic Staff Sabbaticals (Rules No. 18 of 2004) prescribed separately.

#### **Article 13            Teacher Training**

1. Teachers at the University of Tokyo affiliated secondary education school shall undergo training programs for new teachers and for teachers with 10-years' experience carried out by the Faculty of Education.
2. Matters regarding the implementation of training under the provisions of the preceding paragraph are as provided separately.

#### **Article 14            Leave of Absence for Graduate Level Studies**

1. Teachers and nursing teachers at the University of Tokyo affiliated secondary education school may, with permission, take a leave of absence of up to three years to attend and complete graduate level courses.
2. Compensation is not paid during leaves of absence specified in the preceding paragraph.
3. Other necessary matters regarding leaves of absence for graduate level studies are as

prescribed separately.

#### **Article 15 Concurrent Employment**

University academic staff may undertake concurrent employment related to their education and research activities if it is deemed that this does not impede the execution of their primary duties at the University.

#### **Article 16 Research Associates/Assistant Professors and Research Assistants/Research Associates**

Faculty Councils may prescribe provisions regarding Research Associates/Assistant Professors and Research Assistants/Research Associates that differ from the procedural methods provided for in these Regulations.

### **Supplementary Provisions**

#### **Effective Date**

1. These Regulations shall come into force on April 1, 2004.

#### **Transitional Measures on Mandatory Retirement Age**

2. Notwithstanding the provisions of Article 8, from April 1, 2004 to March 31, 2013 the mandatory retirement age for University academic staff (excluding practitioner professors at the School of Law) is as follows:

Period	April 1, 2004 to March 31, 2007	April 1, 2007 to March 31, 2010	April 1, 2010 to March 31, 2013
Mandatory Retirement Age	62	63	64

#### **Transitional Measures on Period of Employment**

3. The set period of employment when these Regulations come into force for University academic staff who are employed on the day immediately before these Regulations come into force for the set period provided for in Article 7, paragraph 1 and continue to be employed for a set period after these Regulations come into force, will be the period until the date on which their previous period of employment would have expired (which shall be five years in cases where that date is more than five years after the date these Regulations come into force).
4. Foreign academic staff (referring to persons who do not have Japanese citizenship) who

are employed on the day immediately before the day on which these Regulations come into force for the set period as prescribed in Article 3 of the University of Tokyo Rules on Period of Employment for Foreign Academic Staff shall be subject to the provisions of the preceding paragraph, whereby the University of Tokyo Rules on Period of Employment for Academic Staff shall be read as the University of Tokyo Rules on Period of Employment for Foreign Academic Staff.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2005.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2007.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2009.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2015.