

* 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 Fixed-term Project Academic and Administrative Staff

Established: The University of Tokyo Rules No. 20; April 1, 2004
Revised: The University of Tokyo Rules No. 357; March 28, 2005
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Revised: The University of Tokyo Rules No. 85; March 26, 2009
Revised: The University of Tokyo Rules No. 125; March 25, 2010
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Chapter 1 General Provisions

Article 1 Purpose

The purpose of these Regulations is to provide for necessary matters regarding the employment of full-time academic and administrative staff employed for a fixed term (including those staff members who have become staff employed without a fixed term under Article 18 of Labor Contract Act (Act No. 128 of 2007), but excluding academic and administrative staff set out in 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”)) (those staff members hereinafter referred to as “fixed-term project staff members”).

Article 2 Types of Fixed-term Project Staff Members

1. The following types of fixed-term project staff members may be employed subject to these Regulations (excluding fixed-term, part-time project academic and administrative staff; the same shall apply hereinafter):
 - (1) Distinguished Professors
 - (2) Project Professors, Project Associate Professors, Project Lecturers/Project Assistant Professors, Project Research Associates/Project Assistant Professors (hereinafter referred to as “project faculty members”);
 - (3) Project Researchers;
 - (4) Project Academic Specialists;
 - (5) Project Senior Specialists;
 - (6) Project Specialists; and
 - (7) Other persons as provided separately.
2. In addition to the provisions in Chapter 2 and subsequent chapters of these Regulations, and as provided separately, the provisions of the Rules on Conditions of Employment apply *mutatis mutandis* to matters regarding the employment of fixed-term project staff members specified in the items of the preceding paragraph.
3. Salaries of the staff stated in Paragraph 1 will be determined separately.

Chapter 2 Distinguished Professors and Project Faculty Members

Article 3 Definition of Distinguished Professors

“Distinguished professors” refers to faculty members who are engaged in education and research having been granted the title of “Distinguished Professor” as provided in Article 2 of the University of Tokyo Rules on Distinguished Professors (Rule No. 15 of 2016) (hereinafter referred to as the “Rules on Distinguished Professors”).

Article 3-2 Definition of Project Faculty Members

1. “Project faculty members” refers to faculty members who are engaged in education and research for a project (including corporate sponsored courses and research programs; the same shall apply hereinafter).
2. The provisions of Article 3 of the University of Tokyo Rules on Conditions of Employment of Academic Staff (Rules No. 16 of 2004; hereinafter referred to as the “Rules on Conditions of Employment of Academic Staff”) shall apply *mutatis mutandis* to criteria for selecting project faculty members.
3. Project faculty members may be granted the title “Visiting Professor” or “Visiting Associate Professor”.
4. Project faculty members may be granted the title “Professor” with approval by the Board of Directors.

Article 4 Special Provisions for Employment

1. The provisions of Article 21, Article 26 and Article 51 of the Rules on Conditions of Employment do not apply to distinguished professors and project faculty members.
2. The Rules on Conditions of Employment of Academic Staff apply *mutatis mutandis* to personnel matters concerning distinguished professors and project faculty members (excluding Article 12, paragraph 4).
3. Foreigners (referring to persons who do not hold Japanese citizenship; the same shall apply hereinafter) employed as distinguished professors and project faculty members may be paid relocation travel expenses and a home leave allowance when necessary as provided separately.
4. Compensation for project faculty members granted the title of “Professor” pursuant to Article 3, paragraph 4 shall be paid as provided separately.

Article 5 Contract Period and Contract Renewal

1. The contract period and contract renewal for project faculty members shall be as prescribed in the following items. Contract renewal will be decided on the basis of budgetary constraints and the work performance of the project faculty member.
 - (1) The contract period may not exceed one academic year (from April 1 to March 31 of the following year; the same shall apply hereinafter). Contract renewals under these circumstances are limited to once per academic year.
 - (2) Contracts may be entered into for a period of up to three years when necessary. In this case, the contract may be renewed for a total period not exceeding three years.
 - (3) For those who possess specialized knowledge and skills etc. as stipulated in Article 14, Sub-Section 1, Item 1 of the Labor Standards Act (limited to those who work in a position that requires relevant specialized knowledge and skills), contracts can be renewed for a total period of 5 years.
 - (4) Regarding contract renewal as established in (3) above, in the case that a project etc. can be projected to end within a certain period of time in advance, or the completion of duties within a certain period of time be projected in advance due to their nature, a limit can be made on the number of contract renewals or total contract term.

Article 5-1 Contract Period and Renewal for Distinguished Professors

1. Regardless of the provisions provided in the previous article, the contract period for Distinguished Professors shall be for a period not exceeding five years and the contract may be renewed once and for a period not exceeding five years.
2. After the expiration of the period of contract following the renewal as prescribed in the previous paragraph, the contract may be renewed for a period not exceeding one year with the approval of the Board of Directors.

Article 6 (Deleted)

Chapter 3 Project Researchers

Article 7 Definition of Project Researchers

“Project researchers” refers to persons who are exclusively engaged in research for a project.

Article 8 Special Provisions for Employment

1. The provisions of Articles 11 through 13, Article 21, Article 26 and Article 51 of the Rules on Conditions of Employment do not apply to project researchers.
2. The provisions of Article 4, paragraph 3 apply *mutatis mutandis* to project researchers.

Article 9 Contract Period and Contract Renewal

The provisions of Articles 5 apply *mutatis mutandis* to the contract period and contract renewal for project researchers.

Article 10 Reassignment etc.

1. Project researchers may be assigned to another section (limited to within the same faculty/graduate school/research institute, with the exception on the occasion of revision or abolition of a department (as specified in an organization listed in Chapters 3 and 4 of the University of Tokyo Rules on Basic Organization (Rule No. 1, 2004) and the Secondary School attached to the Faculty of Education, the same shall apply hereinafter) or for any other reasons), allowed concurrent duty or be seconded (hereinafter referred to as “reassignment”) based on necessity.
2. Project researchers may not refuse an order issued under the preceding paragraph without justifiable reasons.
3. The provision provided separately in the University of Tokyo Regulations on External Assignment of Academic and Administrative Staff shall apply *mutatis mutandis* to project researchers given orders of secondment.
4. On given the order for reassignment, project researchers must transfer immediately to the new post. However, in the event of an unavoidable reason, the project researcher shall transfer within one week from the date of the order.

Chapter 4 Project Academic Specialists

Article 11 Definition of Project Academic Specialists

“Project academic specialists” refers to persons who work on a project that requires expert knowledge (limited to those who fall under items 1 or 2 of Article 15-1, paragraph 1 of the Act on the Revitalization of Science, Technology and Innovation (Act No. 63 of 2008).

Article 12 Special Provisions for Employment

The provisions of Articles 11 through 13, Article 21, Article 26 and Article 51 of the Rules on Conditions of Employment do not apply to project academic specialists.

Article 13 Contract Period and Contract Renewal

The provisions of Article 5 apply *mutatis mutandis* to contract period and contract renewal for project academic specialists.

Article 14 Reassignment etc.

The provision of Article 10, paragraphs 1, 2 and 4 shall apply *mutatis mutandis* to project academic specialists. In this case the term “allowed concurrent duty or be seconded” in Article 10, paragraph 1 shall be deemed to be replaced with “or allowed concurrent duty”.

Chapter 5 (Deleted)

Article 15 (Deleted)

Article 16 (Deleted)

Article 17 (Deleted)

Article 18 (Deleted)

Chapter 6 Project Senior Specialists

Article 19 Definition of Project Senior Specialists

“Project senior specialists” refers to persons employed for operations for which high-level, expert knowledge and experience or superior insight is deemed particularly necessary for a fixed period of time.

Article 20 Special Provisions for Employment

The provisions of Articles 11 through 13, Article 21, Article 26 and Article 51 of the Rules on

Conditions of Employment do not apply to project senior specialists.

Article 21 Contract Period and Contract Renewal

The provisions of Article 5 apply *mutatis mutandis* to the contract period and contract renewal of project senior specialists.

Article 22 Reassignment etc.

The provision of Article 14 shall apply *mutatis mutandis* to project senior specialists.

Chapter 7 Project Specialists

Article 23 Definition of Project Specialist

“Project specialists” refers to persons employed for operations for which expert knowledge and experience or superior insight is deemed particularly necessary for a fixed period of time.

Article 24 Special Provisions for Employment

The provisions of Articles 11 through 13, Article 21, Article 26 and Article 51 of the Rules on Conditions of Employment do not apply to project specialists.

Article 25 Contract Period and Contract Renewal

The provisions of Article 5 apply *mutatis mutandis* to the contract period and contract renewal of project specialists.

Article 26 Reassignment etc.

The provision of Article 14 shall apply *mutatis mutandis* to project specialists.

**Chapter 8 Special Provisions for Employment of Persons
Beyond Mandatory Retirement Age**

Article 27 Special Provisions for Employment of Persons beyond Mandatory Retirement Age

1. Distinguished Professors and persons demonstrating outstanding work achievements and have been approved by the Board of Directors may be employed even if their age exceeds the mandatory retirement age provided in Article 8 of the Rules on Conditions of Employment of Academic Staff, which applies *mutatis mutandis* through the provisions of Article 4, paragraph 2. Contracts for persons employed beyond the mandatory retirement age may be renewed notwithstanding the provision of Article 5, paragraph 2.
2. If it is deemed necessary to employ persons, who have been approved by the Board of Directors, for operations as provided in Article 7 or Article 15, such persons may be

- employed even if they exceed the mandatory retirement age as defined in Article 18, paragraph 1 of the Rules on Conditions of Employment. Contracts for persons employed beyond the mandatory retirement age may be renewed despite the provision of Article 5, paragraph 2, which applies *mutatis mutandis* to the provisions of Article 9 and Article 13.
3. If it is deemed necessary to employ persons for operations provided in Article 19 or Article 23 who have been approved by the Board of Directors, such persons may be employed even if their age exceeds the mandatory retirement age provided in Article 18, paragraph 1 of the Rules on Conditions of Employment. Furthermore, regardless of the stipulations of Article 5, Paragraph 2 to which Article 21 and Article 25 apply *mutatis mutandis*, such a person can have their contract renewed.
 4. The receipt of approval from the Board of Directors under the provisions of paragraph 1 of this Article shall be reported to the Education and Research Council.

Chapter 9 Converting to Employment without a Fixed-term

Article 28 Converting to Employment without a Fixed-term

Persons employed for a cumulative fixed-term in excess of five years at the University under these Regulations, who request to be re-employed without a fixed-term through the prescribed forms within 30 days before the end of the current employment contract, shall be granted employment contract without a fixed-term from the day after the last day of the current contract period, as determined by the Labor Contract Act and other laws.

(2) Article 5, Article 9, Article 13, Article 21, and Article 25 do not apply to employees who have become employed without a fixed-term from the provisions in the preceding paragraph.

Article 28-2 Special Provision for Converting to Employment without a Fixed-term

Where it reads “5 years” in paragraph 1 of the previous article shall read “10 years” for the persons specified in the following items.

(1) Distinguished Professors, project faculty members, project researchers, project academic specialist.

(2) Project senior specialist or project specialist specifically engaged in planning technical examination, research, technical development or the dissemination or implementation of the results. Similarly project senior specialist or project specialist specifically engaged in administrative operation and management for securing of funding along with the acquisition and use of intellectual property rights, other technical examination, research, technical development or the dissemination or implementation of the results (restricted to those requiring specialist knowledge and skill).

Article 29 Retirement Age of Persons Employed without a Fixed-term

The retirement day of persons employed without a fixed-term as prescribed in Articles 28 and 28-2, who also exceeds the retirement age as prescribed in Article 27, shall be the first March 31st after being employed without a fixed-term as prescribed under paragraph 2 of Article 18 of Rules on Conditions of Employment.

Article 30 Re-employment of Persons Employed without a Fixed-term after Retirement

Persons (excluding Distinguished Professors and project faculty members) who have become employed without a fixed-term, as prescribed under the provisions of Articles 28 and 28-2, requesting to be re-employed through the prescribed forms within 30 days before the date of retirement, as set forth under the provisions of Article 18 of Rules on Conditions of Employment, can be employed for a term that does not exceed 1 year (term period ending on March 31), with possible renewal, from the day after the retirement to up to the first March 31 after the age of 65.

Supplementary Provisions

Effective Date

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

Special Provisions for Foreign Teachers

2. Persons who were employed as foreign teachers before these Regulations come into force under the Notification Regarding the Treatment of Foreign Teachers (Administrative Vice Minister for Education Notification dated April 16, 1969) and are to continue to be employed after these Regulations come into force may remain employed as foreign teachers as long as employment continues. Foreign teachers may also be employed when specially approved.
3. Persons employed as foreign teachers under the provisions of the preceding paragraph may be granted the title “Visiting Professor” or “Visiting Associate Professor”. In such cases, the provisions of Article 3 of the Rules on Conditions of Employment of Academic Staff apply *mutatis mutandis* to the selection criteria.
4. The provisions of Articles 8, 21, Article 26 and Article 51 of the Rules on Conditions of Employment do not apply to persons employed as foreign teachers under paragraph 2 of these Supplementary Provisions.
5. The Rules on Conditions of Employment of Academic Staff apply *mutatis mutandis* to personnel matters concerning persons employed as foreign teachers under paragraph 2 of the Supplementary Provisions.
6. Contract periods for persons employed as foreign teachers under paragraph 2 of the Supplementary Provisions shall not exceed one academic year.

7. Compensation to persons employed as foreign teachers under paragraph 2 of the Supplementary Provisions is comprised of the following items. In this case, the provisions of Articles 2 through 9 and Article 19 of the Rules on Compensation apply *mutatis mutandis* to payment of compensation.
 - (1) Salary: Paid in accordance with the Foreign Teachers Salary Table separately provided.
 - (2) Education and Research Cooperation Allowance: Paid in accordance with the Foreign Teachers Education and Research Cooperation Allowance Table separately provided.
 - (3) End of Semester Bonus and Diligence Bonus: Paid by *mutatis mutandis* application of Articles 47 and 48 of the Rules on Compensation.
 - (4) Commuting Allowance: Paid by *mutatis mutandis* application of Article 26 of the Rules on Compensation.
8. The contract regarding employment of persons employed as foreign teachers under paragraph 2 of the Supplementary Provisions shall be executed through a written document in Japanese and in a foreign language by which that foreign teacher can confirm the contract details.
9. Relocation travel expenses and home leave travel allowance for persons employed as foreign teachers under paragraph 2 of the Supplementary Provisions shall be paid as separately provided.
10. A retirement allowance is paid to persons employed as foreign teachers under paragraph 2 of the Supplementary Provisions as separately provided.

Supplementary Provisions

Effective Date

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

Transitional Measures for Project Faculty Members and Research Fellows

2. Notwithstanding the provisions of Articles 9 through 14 and Articles 29 through 33, project faculty members and research fellows whose contracts are renewed or extended continuously from the day immediately before these Rules come into force may be paid compensation and retirement allowances pursuant to the unrevised provisions during the period in which they continue to be employed.

Supplementary Provisions

These Rules shall come into force on April 1, 2006. However, the provisions of the revised Article 9, paragraph 2; Article 27, paragraph 1; Article 29, paragraph 3; and Article 46 apply from April 1, 2005.

Supplementary Provisions

Effective Date

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

Transitional Measures for Visiting Faculty Members

2. Notwithstanding the provisions of Articles 4 through 7, visiting faculty members whose contracts were renewed continuously from the day immediately before these Rules come into force may be paid compensation and retirement allowances pursuant to the unrevised provisions during the period in which they continue to be employed.

Supplementary Provisions

Effective Date

1. These Rules shall come into force on April 1, 2008.

Transitional Measures

2. The date of contract renewal for persons employed pursuant to the provisions of the University of Tokyo Regulations on Conditions of Employment of Fixed-term Project Academic and Administrative Staff (Rules No. 20 of 2004; hereinafter referred to as the “Regulations on Conditions of Employment of Fixed-term Project Staff”) prior to revision under these Rules when these Rules come into force and who renew their contract on the day these Rules come into force, shall be calculated from the date when they were employed before the date of enforcement of these Rules during the period in which they continue to be employed.
3. Contract periods then in force for persons who were employed pursuant to the provisions of the Regulations on Conditions of Employment of Fixed-term Project Staff prior to revision under these Rules when these Rules come into force, and whose contract period continues from before the effective date of these Regulation, shall remain applicable. The date of contract renewal shall be counted from the date when such persons were employed before these Rules come into force.
4. Persons to whom the preceding two paragraphs apply and whose compensation is paid in accordance with paragraph 2 of the Supplementary Provisions of the Amendment to the Regulations on Conditions of Employment of Fixed-term Project Staff (Rules No. 357 of 2005) and paragraph 2 of the Supplementary Provisions of the Amendment to the Regulations on Conditions of Employment of Fixed-term Project Staff (Rules No. 119 of 2007) may be paid compensation for the duration of employment pursuant to the provisions then in force.
5. Persons to whom the preceding paragraph applies and whose employment is terminated, may receive a retirement allowance pursuant to the provisions then in force.
6. The Regulations on Conditions of Employment of Academic Staff (Rules No. 16 of 2004) may apply *mutatis mutandis* to persons employed pursuant to the provisions of the Regulations on Conditions of Employment of Fixed-term Project Academic and

Administrative Staff prior to revision under these Rules when these Rules come into force, and to whom the provisions of the Regulations on Conditions of Employment of Academic Staff apply *mutatis mutandis* for personnel matters, and who renew their contract as project researcher on the date when these Rules come into force, or whose contract period continues from before the effective date of these Rules for the duration of their employment.

Special Provisions for Project Faculty Members

7. Persons who were employed as project faculty members under the Regulations on Conditions of Employment of Fixed-term Project Staff prior to revision under these Rules when these Rules come into force and who were granted the title “Project Research Assistant/Project Research Associate”, and who renew their contracts on the day when these Rules come into force or whose contract period continues from before the effective date of these Rules may be employed as project research assistants/project research associates for the duration of their employment. In this case, the revised provisions for project faculty members in Chapter 2 of these Regulations shall apply *mutatis mutandis* for matters regarding employment of project research assistants/project research associates.

Special Provisions for Foreign Researchers

8. Persons who were employed as foreign researchers or specially invited foreign professors (hereinafter referred to as “foreign researchers”) pursuant to the provisions of the Regulations on Conditions of Employment of Fixed-term Project Staff prior to revision under these Rules when these Rules come into force, and who continue to be employed on the day these Rules come into force, may continue to be employed as foreign researchers for the duration of the period of their employment. The same shall apply to persons whose employment as foreign researchers was determined on or before the effective date of these Rules.
9. Persons who were employed as foreign researchers pursuant to the provisions of paragraph 8 of the Supplementary Provisions may be granted the title “Visiting Professor” or “Visiting Associate Professor”. In this case, Article 3 of the Regulations on Conditions of Employment of Academic Staff shall apply *mutatis mutandis* to the selection criteria for the grant.
10. Articles 8, 21, Article 26 and Article 51 of the Rules on Conditions of Employment do not apply to persons employed as foreign researchers pursuant to the provisions of paragraph 8 of the Supplementary Provisions.
11. The Rules on Conditions of Employment apply *mutatis mutandis* to personnel matters concerning persons employed as foreign researchers pursuant to paragraph 8 of the Supplementary Provisions.
12. The contract period for persons employed as foreign researchers pursuant to paragraph 8 of the Supplementary Provisions shall not exceed one academic year.

13. Compensation for persons employed as foreign researchers pursuant to paragraph 8 of the Supplementary Provisions shall be paid in accordance with the compensation type specified in each of the following items. In this case, the provisions of Articles 2 through 9 and Article 19 of the Rules on Compensation apply *mutatis mutandis* to the payment of compensation.
 - (1) Foreign Researcher
 - (a) Salary: Paid in accordance with the Foreign Researchers Salary Table provided separately.
 - (b) Commuting Allowance: Paid by *mutatis mutandis* application of Article 26 of the Rules on Compensation.
 - (2) Specially Invited Foreign Professor
 - (a) Salary: Paid in accordance with the Specially Invited Foreign Professors Salary Table provided separately.
 - (b) Commuting Allowance: Paid by *mutatis mutandis* application of Article 26 of the Rules on Compensation.
14. The contract regarding employment of persons employed as foreign researchers pursuant to paragraph 8 of the Supplementary Provisions shall be executed through a written document in Japanese and in a foreign language by which the foreign researcher can confirm the contract details.
15. Relocation travel expenses and home leave travel allowance for persons employed as foreign researchers pursuant to paragraph 8 of the Supplementary Provisions shall be paid as provided separately.

Supplementary Provisions

Effective Date

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

Supplementary Provisions

These Rules shall come into force on April 1, 2010.

Supplementary Provisions

Effective Date

1. These Rules shall come into force on April 1, 2011.

Transitional measures for Project Academic Support Staff

2. Notwithstanding the provisions of Articles 16, 17 and 18, project academic support staff members whose contracts are renewed continuously from the day immediately before these Rules come into force may be paid compensation and retirement allowance pursuant to the

provisions before revision during the period in which they continue to be employed.

Supplementary Provisions

These Rules shall come into force on April 1, 2012

Supplementary Provisions

These rules shall come into force on August 1, 2012

Supplementary Provisions

Effective Date

1. These Rules shall come into force on April 1, 2013

Transitional Measures

2. Of those whose salaries are paid based on the University of Tokyo Regulations on Conditions of Employment of Fixed-term Project Academic and Administrative Staff (The University of Tokyo Rules No. 20, April 1, 2004) prior to the revisions by these rules and who continue to be employed at the time of these rules coming into effect may be paid compensation based on the previous rules while their current employment continues.
3. Regarding the application of the rules in the previous paragraph to those whose contract are not renewed on the effective date of these rules the phrase 'may be paid' in the same paragraph should read 'will be paid' until the completion of the relevant term of contract.

Supplementary Provisions

Effective Date

1. These rules shall come into force on April 1, 2013.

Transitional Measures

2. The provisions in Chapter 9 shall be applied to fixed-term employment contracts that begin on or after the date of enforcement of this rule and the term of fixed-term employment contracts that begin before the first day of the enforcement of this rule shall not be calculated as cumulative employment term as outlined in the provisions of Article 28, Paragraph 1.

Supplementary Provisions

These rules shall come into force on April 1, 2014

Supplementary Provisions

Effective Date

1. These Rules shall come into force on March 1, 2016

Transitional Measures

2. Fixed-term project academic and administrative staff as provided separately who are employed by the University of Tokyo at the time of the effective date shall be paid the special one-off bonus which shall be specified separately.
3. The special one-off bonus prescribed in the above paragraph shall be paid on April 15, 2016.

Supplementary Provisions

These rules shall come into force on April 1, 2016

Supplementary Provisions

These rules shall come into force on April 1, 2017

Supplementary Provisions

These rules shall come into force on April 1, 2018

Supplementary Provisions

These rules shall come into force on April 1, 2020

Supplementary Provisions

These rules shall come into force on April 1, 2021

Supplementary Provisions

These rules shall come into force on April 1, 2022

The Foreign Teachers Salary Table set out in paragraph 7, item (1) and the Foreign Teachers Education and Research Cooperation Allowance Table set out in paragraph 7, item (2) of the Supplementary Provisions of the University of Tokyo Regulations on Conditions of Employment of Fixed-term Project Academic and Administrative Staff (Rules No. 20 of 2004); shall be as follows from April 1, 2016.

I Re: Supplementary Provisions Paragraph 7, Item (1)

Foreign Teachers Salary Table

Salary Level	Monthly Salary
1	346,000
2	393,000
3	441,000
4	486,000
5	530,000
6	574,000
7	609,000

Unit: JPY

II Re: Supplementary Provisions Paragraph 7, Item (2)

Foreign Teachers Education and Research Cooperation Allowance Table

(From April 1, 2016)

Salary Level	Education and Research Cooperation Allowance
1	67,470
2	76,635
3	85,995
4	94,770
5	103,350
6	111,930
7	118,755

Unit: JPY