

\* 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, Part-time Project Academic and Administrative Staff**

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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 part-time academic and administrative staff employed for a fixed term (excluding academic and administrative staff set out in Article 2, paragraph 2 of the University of Tokyo Rules on Conditions of Employment of Fixed-term, Part-time Academic and Administrative Staff (Rules No. 34 of 2004; hereinafter referred to as the “Rules on Conditions of Fixed-term, Part-time Employment”) including persons who have become employees without a fixed-term as set out in Article 18 of Labor Contract Act (Act No. 128 of 2007)) (those staff members hereinafter referred to as “fixed-term, part-time project staff members”).

#### **Article 2      Types of Fixed-term, Part-time Project Staff Members**

1. The following types of fixed-term, part-time project staff members may be employed

subject to these Regulations (excluding fixed-term project academic and administrative staff; the same shall apply hereinafter):

- (1) Project Professors, Project Associate Professors, Project Lecturers/Project Assistant Professors, Project Research Associates/Project Assistant Professors (hereinafter referred to as “project faculty members”);
  - (2) Project Researchers;
  - (3) Project Academic Specialists;
  - (4) Project Senior Specialists;
  - (5) Project Specialists; and
  - (6) Other persons as provided separately.
2. In addition to the provisions in this Regulations, and as provided separately, the provisions of the Rules on Conditions of Fixed-term, Part-time Employment shall apply *mutatis mutandis* to matters regarding the employment of fixed-term, part-time project staff members specified in the items of the preceding paragraph.
  3. The unit of payment of the base pay specified in each item of Paragraph 1 shall be hourly wage, with the minimum wage set as that for Tokyo (any fraction of less than JPY 10 being rounded up) as prescribed in Article 4 of the Minimum Wage Act (Act No. 137 of 1959) and the maximum wage for each category prescribed in Appended Table 1 and within the limits of the upper limit specified in the same table in units of JPY 10, and determined individually.
  4. Notwithstanding the provision in the previous paragraph, base pay which exceeds the maximum amount specified in the separate table may be provided subject to the approval of the Board of Directors.

## **Chapter 2      Project Faculty Members**

### **Article 3      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”.

### **Article 4      Special Provisions for Employment**

The provisions of Articles 4, 11, 54 and 57 of the Rules on Conditions of Fixed-term, Part-time

Employment do not apply to project faculty members.

#### **Article 4-1 Special Allowance for Research Representatives**

The special allowance for research representatives shall be paid to project faculty members who wish to apply the provisions of the Personnel Expense System for Research Representatives of the University of Tokyo as provided separately, and who have been given approval from the President. Provided, however, that the total amount of one fiscal year (from April 1 to March 31 of the following year) shall be limited to the amount stipulated in Appended Table 2.

#### **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). In such cases, the contract may be extended for one academic year only.
  - (2) Contracts may be entered into for a period of up to three years when necessary. In this case, the contract may be renewed once and for a total period not exceeding three years.
  - (3) A person who has advanced expertise, etc. as prescribed in Article 14, paragraph 1, item 1 of the Labor Standards Act (limited to a person who engages in work requiring said advanced expertise, etc.) may be given a contract with a period of up to five years. The contract may be renewed for a further period of up to five years.
  - (4) Should a project for which the renewal of the contract prescribed in the preceding three items be expected to be completed within a certain period due to the nature of its work, the number of times the contract can be renewed or a limit for the total contract period may be set.
2. Persons may not be employed as project faculty members or have their contract as project faculty members renewed if they have reached 65 years of age by the day of employment or contract renewal and the contract period following such employment or renewal would last beyond the first March 31 after that day.
3. If labor contracts are to be terminated at the expiration of the contract period for a labor contract that has been renewed at least once, or if terminating a labor contract which has exceeded 1 year from the start of employment (excluding labor contracts which have been stated that it would not be renewed) the University of Tokyo shall notify the project faculty members at the latest 30 days prior to the expiration of the relevant contract.

#### **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**

The provisions of Articles 4, 11, 54, 57 of the Rules on Conditions of Fixed-term, Part-time Employment do not apply to project researchers.

### **Article 9      Contract Period and Contract Renewal**

1. The contract period and renewal of contract for project researchers shall be prescribed in the following items. In this case the renewal of contract shall be based on the status of the budget and the evaluation of the performance of the relevant project researcher.
  - (1) The contract period shall be limited to one fiscal year (meaning from April 1 to March 31 of the following year; the same shall apply hereinafter). In this case, the contract may be renewed up to one fiscal year.
  - (2) The contract period may be set with a limit of three years if necessary. In such case, the contract may be renewed for up to three years.
  - (3) A person who has advanced expertise, etc. as prescribed in Article 14, paragraph 1, item 1 of the Labor Standards Act (limited to a person who engages in work requiring said advanced expertise, etc.) may be given a contract with a period of up to five years. The contract may be renewed for a further period of up to five years.
  - (4) Should a project for which the renewal of the contract prescribed in the preceding three items be expected to be completed within a certain period due to the nature of its work, the number of times the contract can be renewed or a limit for the total contract period may be set.
2. Persons may not be employed as project faculty members or have their contract as project faculty members renewed if they have reached 65 years of age by the day of employment or contract renewal and the contract period following such employment or renewal would last beyond the first March 31 after that day.
3. If labor contracts are to be terminated at the expiration of the contract period for a labor contract that has been renewed at least once, or if terminating a labor contract which has exceeded 1 year from the start of employment (excluding labor contracts which have been stated that it would not be renewed) the University of Tokyo shall notify the project faculty members at the latest 30 days prior to the expiration of the relevant contract.

### **Article 10      Deleted**

## **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 4, 11, 54 and 74 of the Rules on Conditions of Fixed-term, Part-time Employment do not apply to project academic specialists.

### **Article 13      Contract Period and Contract Renewal**

The provisions of Article 9 apply *mutatis mutandis* to the contract period and contract renewal for project academic specialist.

## **Chapter 5      Deleted**

**Article 14**      Deleted

**Article 15**      Deleted

**Article 16**      Deleted

## **Chapter 6      Project Senior Specialists**

### **Article 17      Definition of Project Senior Specialists**

“Project senior specialist” 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 17-1      Special Provisions for Employment**

The provision of Articles 4, 11, 54, 70 and 74 of the Rules on Conditions of Fixed-term, Part-time Employment do not apply to project senior specialists.

### **Article 17-2      Contract Period and Contract Renewal**

The provisions of Article 9 apply *mutatis mutandis* to the contract period and contract renewal

for project senior specialists.

**Article 18** Deleted

**Article 19** Deleted

## **Chapter 7 Project Specialists**

### **Article 20 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 20-1 Special Provisions for Employment**

The provision of Articles 4, 11, 54, and 74 of the Rules on Conditions of Fixed-term, Part-time Employment do not apply to project senior specialists.

### **Article 20-2 Contract Period and Contract Renewal**

The provisions of Article 9 apply *mutatis mutandis* to the contract period and contract renewal for project specialists.

**Article 21** Deleted

**Article 22** Deleted

## **Chapter 8 Special Provisions for Employment of Persons Aged Above a Certain Limit**

### **Article 23 Special Provisions for Employment of Persons Aged Above a Certain Limit**

Notwithstanding the provisions of Article 5, paragraph 2 and Article 9, paragraph 2 (including when Articles 13, 17-2 and 20-2 apply *mutatis mutandis*) persons who exceed the specified age limit may be employed if deemed particularly necessary.

## **Chapter 9            Converting to Employment without a Fixed-term**

### **Article 24            Converting to Employment without a Fixed-term**

(1) 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 at least 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) Articles 5, 9, 13, 17-2, and Article 20-2 do not apply to employees who have become employed without a fixed-term from the provisions in the preceding paragraph.

### **Article 24-1        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) Project faculty members, project researchers, and 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 25            Retirement Day of Persons Employed without a Fixed-term**

The retirement age of persons employed without a fixed-term as prescribed in the preceding article shall be the age specified in the provisions of Article 5, paragraph 2 and Article 9, paragraph 2 (including when Articles 13, 17-2 and 20-2 apply *mutatis mutandis*) and the date of retirement shall be the first March 31<sup>st</sup> after reaching the retirement age. However, the retirement age for persons aged over a certain limit hired through the special provisions in Article 23 who become employed without a fixed-term, the retirement age shall be the first March 31 after the contract for employment without a fixed-term begins.

### **Article 26            Re-employment of Persons Employed without a Fixed-term after Retirement**

Persons who have become employed without a fixed-term (excluding project academic staff), as prescribed under the provisions of Articles 24 and 24-1, requesting to be re-employed through the prescribed forms at least 30 days before the date of retirement, as set forth under the provisions of preceding Article, 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 Provision**

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

### **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 7, 8, 10 and 11, project faculty members and research fellows whose contracts were renewed or extended continuously from the day immediately before these Rules come into force may be paid compensation 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, 2006.

Transitional Measures

2. The amounts of monthly salary and salary adjustment provided in Article 5, paragraph 2 (including cases where the amounts apply *mutatis mutandis* in Article 11, paragraph 2 of the Rules on Conditions of Fixed-term, Part-time Employment) shall, for a period of time, be defined as the amounts of monthly salary and salary adjustment pursuant to the University of Tokyo Rules on Compensation for Academic and Administrative Staff (Rules No. 12 of 2004) in effect as of 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 Article 5, visiting faculty members whose contracts were renewed continuously from the day immediately before these Rules come into force may be paid compensation 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, Part-time Academic and Administrative Staff (Rules No. 35 of 2004; hereinafter referred to as the “Regulations on Conditions of Employment of Fixed-term, Part-time Project Staff”) prior to revision under these Supplementary Provisions 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, Part-time 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 Rules, 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 pursuant to paragraph 2 of the Supplementary Provisions of the Amendment to the Regulations on Conditions of Employment of Fixed-term, Part-time Project Staff (Rules No. 364 of 2005) and paragraph 2 of the Supplementary Provisions of the Amendment to the Regulations on Conditions of Employment of Fixed-term, Part-time Project Staff (Rules No. 124 of 2007) may be paid compensation for the duration of employment pursuant to the provisions then in force.

#### Special Provision for Project Research Assistants/Project Research Associates

5. Persons who were employed as project faculty members under the Regulations on Conditions of Employment of Fixed-term, Part-time 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.

### **Supplementary Provisions**

#### Effective Date

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

#### Transitional Measures for Project Senior Specialists and Project Specialists

2. The date of contract renewal for project senior specialists and project specialists employed

pursuant to the provisions of the University of Tokyo Regulations on Conditions of Employment of Fixed-term, Part-time Project Academic and Administrative Staff (Rules No. 35 of 2004; hereinafter referred to as the “Regulations on Conditions of Employment of Fixed-term, Part-time 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 project senior specialists and project specialists who were employed pursuant to the provisions of the Regulations on Conditions of Employment of Fixed-term, Part-time 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 Rules, shall remain applicable. The date of contract renewal shall be counted from the date when such specialists were employed before these Rules come into force.

### **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 Article 16, project academic support staff whose contracts were renewed continuously from the day immediately before these Rules come into force may be paid compensation 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**

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 24, 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 April 1, 2015

Transitional Measures

2. For persons whose salaries are paid pursuant to the provisions of the University of Tokyo Regulations on Conditions of Employment of Fixed-term, Part-time Academic and Administrative Staff (Rules No. 35 of 2004; hereinafter referred to as the “Regulations on Conditions of Employment of Fixed-term, Part-time Project Staff”) prior to revision under these Supplementary Provisions when these Rules come into force, and who continue to be employed after the effective date, may be paid compensation pursuant to the provisions before revision during the period which they continue to be employed.

### **Supplementary Provisions**

These Rules shall come into force on April 1, 2016

### **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

Appended Table 1 (Re: Article 2)

Maximum Salary Level Table

Job Type	Maximum Amount (JPY)
Project Professor	8,350
Project Associate Professor	8,250
Project Lecturer/Assistant Professor	7,620
Project Research Associate/Assistant Professor	6,980
Project Researcher	8,250
Project Academic Specialist	6,340
Project Senior Specialist	8,350
Project Specialist	3,790

Appended Table 2 (Re: Article 4-1)

Maximum Salary Level

Maximum (JPY)
4,800,000