

○ **Hiroshima University Regulations for the Tenure Track System**

Regulation No. 10 of March 26, 2013

Hiroshima University Regulations for the Tenure Track System

(Purpose)

Article 1 These Regulations prescribe the matters necessary for the tenure-track system put in practice at Hiroshima University (hereinafter referred to as the “University”) in accordance with the provisions of Article 21 (2) of the Hiroshima University Regulations (Regulation No. 1 of April 1, 2004).

(Objective)

Article 2 The tenure-track system of the University aims at contributing to further development of the University’s education and research by motivating faculty members in their education and research, enhancing their abilities and qualities, and thereby securing outstanding faculty members.

(Definitions)

Article 3 In these Regulations, the meanings of the terms listed in the following items shall be as defined in the respective items.

- (i) “Tenure/tenured” means the status of being a faculty member without a fixed term of employment.
- (ii) “Tenure-track system” means a system under which review is conducted, prior to the expiration of the term of employment, to determine whether to grant tenure as a Professor or Associate Professor to an Associate Professor who is a tenure-track faculty member, whether to grant tenure as an Associate Professor or Lecturer to a Lecturer who is a tenure-track faculty member, or grant tenure as an Associate Professor or Lecturer to an Assistant Professor who is a tenure-track faculty member (hereinafter referred to as the “tenure review”), and under which the employment relationship is terminated at the expiration of the term of employment in the case where no tenure is granted.
- (iii) “Tenure-track faculty member” means a faculty member who is employed under the tenure-track system and within a term of employment up to the time when tenure is granted through the tenure review.
- (iv) “Tenure-track period” means the period up until the expiration of the term of employment as a tenure-track faculty member (where tenure is granted, the period from the time of being hired as a tenure-track faculty member until such tenure is granted).
- (v) “Department, etc.” means any of the Schools, the Graduate Schools, the Attached Research Institutes, the University Hospital, the National Joint Usage Facilities, the Joint Education and Research Facilities on Campus, the Joint Usage Facility on Campus, or other organs under which faculty members are placed.

(Target Job Titles)

Article 4 The tenure-track system applies to Associate Professors, Lecturers and Assistant Professors.

(Tenure-Track Period)

Article 5 (1) Tenure-track periods shall be as prescribed in the following items:

- (i) Associate Professors: seven years
 - (ii) Lecturers: seven years
 - (iii) Assistant Professors: five years
- (2) In the case where the term of the employment contract of a tenure-track faculty member set in accordance with the provisions of Article 14 (1) of the Labor Standard Act (Act No. 49 of 1947) is less than the applicable tenure-track period, the employment contract shall, after the expiration of its term, be renewed for the difference in the length between the term of the employment contract and the tenure-track period up to the extent of the period prescribed in the same paragraph of the Act.

(Extension of a Tenure-Track Period)

Article 6 (1) A tenure-track period may be extended in the case where one of the leave types listed in the following items (hereinafter referred to as “childcare leave, etc.”) is obtained or is planned to be obtained during the tenure-track period (limited to any period up to the commencement of the final review prescribed in Article 16):

- (i) Childcare leave;
- (ii) Family care leave; or
- (iii) The special leave prescribed in Article 23 (vi) and (vii) of the Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees (Regulation No. 91 of April 1, 2004) (hereinafter referred to as “maternity leave”).

Article 7 (1) Any extension of a tenure-track period (hereinafter referred to as an “extension period”) shall be made by the month.

- (2) The calculation of a period shall be in accordance with the calendar.
- (3) In the case referred to in the preceding paragraph, when a period is not calculated from the beginning of a month, that period shall expire on the final month’s day prior to the day corresponding to the start day of the calculation; provided, however, that if there is no corresponding day in the final month, said period shall expire on the last day of the final month.
- (4) In the cases referred to in the preceding two paragraphs, if there are two or more periods each of which is less than one month, those periods shall be aggregated. In the calculation of those periods, one month shall consist of 30 days.
- (5) An extension period shall be within the period obtained by calculating all periods of childcare leave, etc. obtained and planned to be obtained during the tenure-track period in accordance with the provisions of the preceding three paragraphs (hereinafter referred to as an “extendable period”); provided, however, that an extendable period may not exceed 36 months in total in the case of any Associate Professor or Lecturer who is a tenure-track faculty member, or 60 months

in total in the case of any Assistant Professor who is a tenure-track faculty member.

Article 8 (1) A tenure-track faculty member who wishes to extend his/her tenure-track period shall apply for an extension to the University through the head of his/her department, etc. with an Application Form for Extension (Appended Form 1), at least two months prior to the commencement of the final review prescribed in Article 16; provided, however, that where such tenure-track faculty member plans to obtain childcare leave, etc., he/she shall attach, to his/her Application Form for Extension, documents that can confirm his/her plan to obtain childcare leave, etc.

(2) The University shall determine whether to extend a tenure-track period on the basis of an application made by a tenure-track faculty member, and notify such tenure-track faculty member of the results of his/her application.

(Change of Extension Period)

Article 9 (1) In the case where a tenure-track period is extended pursuant to the provisions of the preceding Article and one of the following items is applicable, the relevant extension period shall be changed within the limits of the applicable extendable period:

- (i) Where the extendable period is to be shorter than the extension period because the period of childcare leave, etc. has ended earlier than the originally planned period of such childcare leave, etc.;
- (ii) Where the extendable period is to be extended due to the reason that an originally planned period of childcare leave, etc. has been extended, or that new childcare leave, etc. has been obtained or is planned to be obtained, or due to other relevant reasons, and where the tenure-track faculty member requests such change; or
- (iii) In other cases where the tenure-track faculty member requests such change.

(2) A tenure-track faculty member who intends to change his/her extension period shall promptly apply for such change to the University through the head of his/her department, etc. with an Application Form for Change (Appended Form 2).

(3) The University shall determine whether to change an extension period on the basis of an application made by a tenure-track faculty member, and notify such tenure-track faculty member of the results of his/her application.

(Cancellation of Extension)

Article 10 Notwithstanding the provisions of Article 9 (1) (i), if the extendable period turns out to be less than one month since the period of childcare leave, etc. ended earlier than originally planned, the relevant extension shall be canceled, and the University shall notify the tenure-track faculty member and the head of his/her department, etc. of such cancellation.

(Specification of Tenure Review Standards, Treatment, etc.)

Article 11 (1) When employing a tenure-track faculty member, the University shall, in advance, clearly inform such tenure-track faculty member to be employed of the tenure review standards and his/her treatment and other relevant matters applicable after the granting of tenure (referred

to as “standards, etc.” in the following paragraph).

- (2) In the case of employing a tenure-track faculty member through open recruitment, the standards, etc. shall be clearly specified when carrying out such recruitment.

(Accountability)

Article 12 When employing a tenure-track faculty member, the University shall, in advance, provide such tenure-track faculty member with sufficient explanations about its tenure-track system, the terms and conditions of his/her employment, and other relevant matters, and gain his/her understanding in these regards.

(Development of a Research Environment)

Article 13 The University shall make endeavors to develop and maintain an environment that enables tenure-track faculty members to independently engage in research activities by ensuring the provision of start-up support costs, the placement of mentor faculty members, and other relevant arrangements.

(Tenure Review)

Article 14 (1) The tenure review shall be conducted in the forms of an intermediate review and a final review.

- (2) The tenure review shall be conducted with standards set by each department, etc. on the basis of the Hiroshima University Minimum Standards for Hiring Faculty Members and Minimum Standards for Granting Tenure (by Field), and Standards for Specified Specialist Faculty Members and Leading Faculty Members (Approved by the President on December 25, 2018).
- (3) The head of each department, etc. shall establish an organ to conduct performance evaluations of tenure-track faculty members subject to the tenure review.

(Intermediate Review)

Article 15 (1) The intermediate review shall be carried out by the Faculty Meeting of each department, etc. (if the department, etc. concerned does not have a Faculty Meeting thereunder, an organ in place of such Faculty Meeting; hereinafter the same applies) on the basis of the results of the performance evaluation carried out by the organ prescribed in Article 14 (3).

- (2) The intermediate review shall be carried out, in principle, by the day on which six months have elapsed from the day on which half of the tenure-track period concerned has elapsed. Furthermore, the head of each department, etc. shall provide each tenure-track faculty member with sufficient explanations about the results of his/her intermediate review and, upon gaining his/her understanding in this regard, instructions and guidance concerning matters requiring improvements, where necessary.

(Final Review)

Article 16 (1) The final review shall be conducted in the following manner.

- (i) The Faculty Meeting of each department, etc. shall carry out a review on the basis of the results of the performance evaluation carried out by the organ prescribed in Article 14 (3); and

- (ii) The University shall carry out a review upon discussion by the Faculty Meeting under the preceding item.
- (2) The final review shall be conducted, in principle, after the implementation of the intermediate review and at least six months prior to the day on which the tenure-track period expires. Furthermore, the University shall promptly notify the tenure-track faculty member concerned and the head of his/her department, etc. of the results of his/her final review and the grounds for such results.

Article 17 When recognizing a tenure-track faculty member as qualified as a result of the final review, the University shall grant tenure to such tenure-track faculty member on the day following the day of expiration of his/her tenure-track period.

Article 18 (1) Where tenure is not granted to a tenure-track faculty member as a result of his/her final review, such tenure-track faculty member shall retire from the University upon the expiration of his/her tenure-track period.

- (2) In addition to the provisions of the preceding paragraph, even where a tenure-track faculty member has concluded an employment contract without a fixed term during his/her tenure-track period pursuant to Article 18 of the Labor Contracts Act (Act No. 128 of 2007), such tenure-track faculty member shall be dismissed at the expiration of his/her tenure-track period pursuant to the provisions of Article 23 (1) (vi) of the Hiroshima University Work Regulations for Employees (Regulation No. 78 of April 1, 2004), if he/she is not granted tenure as a result of his/her tenure review.

(Exception in the Case of Tenure Not Granted)

Article 19 (1) Notwithstanding the provisions of the preceding Article, where a tenure-track faculty member is not granted tenure as a result of his/her final review and wishes to be continuously employed by the University, the University may employ such tenure-track faculty member as a specially appointed faculty member for up to one year from the day following the day of expiration of his/her tenure-track period (hereinafter referred to as an “exceptional employment period”).

- (2) A specially appointed faculty member employed pursuant to the provisions of the preceding paragraph shall retire upon the expiration of his/her exceptional employment period.
- (3) In addition to the provisions of the preceding paragraph, even where a person has concluded an employment contract without a fixed term during his/her exceptional employment period pursuant to Article 18 of the Labor Contracts Act, such person shall be dismissed at the expiration of his/her exceptional employment period pursuant to the provisions of Article 12 (1) (vii) of the Hiroshima University Work Regulations for Contract Employees (Regulation No. 101 of April 1, 2004), if he/she is a specially appointed faculty member employed pursuant to the provisions of paragraph (1).

(Exception in the Tenure Review)

Article 20 (1) The implementation of the final review (limited to a final review conducted to

determine whether to grant the tenure of a higher position in the job classification system; the same applies in the following paragraph to paragraph (4)) may be brought forward from the implementation timing originally indicated to the tenure-track faculty member concerned (in the case where the tenure-track period concerned has been extended pursuant to the provisions of Article 6 to Article 9, the implementation timing means that indicated on the basis of the extended period; hereinafter the same applies).

- (2) Notwithstanding the provisions of Article 14 (1) and Article 16 (2), where the final review is brought forward, it may be carried out before the implementation of the intermediate review.
- (3) A tenure-track faculty member who wishes to be granted the tenure of a higher position in the job classification system and have his/her final review brought forward shall apply to the head of his/her department, etc. with an Application Form for Early Final Review (Appended Form 3).
- (4) When recognizing a tenure-track faculty member as qualified as a result of a final review whose implementation was brought forward (hereinafter referred to as the “early final review”), the University may, notwithstanding the provisions of Article 17, grant such tenure-track faculty member the tenure of a higher position in the job classification system, even during his/her tenure-track period. In such case, the timing of granting the tenure of a higher position in the job classification system shall be, in principle, in April or October.
- (5) Where tenure is not granted as a result of the early final review, the tenure review shall be implemented at the originally indicated implementation timing.
- (6) A tenure-track faculty member to whom tenure was not granted as a result of the early final review may make an application under paragraph (3) repeatedly.

(Appeal Against Final Review Results)

Article 21 (1) A tenure-track faculty member who has received the results of his/her final review and has an objection as to such results may file an appeal with the University by using an Appeal Application Form (Appended Form 4), within 10 days from the day following the day of receipt of the notice of his/her final review results (excluding the days off prescribed in Article 4 (1) of the Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees).

- (2) The University shall determine, on the basis of the details of the Appeal Application Form submitted, whether it is necessary to conduct the final review again and, if the University finds it necessary, carry out another final review (referred to as the “tenure re-review” in this Article and the following Article).
- (3) If finding it not necessary to carry out the tenure re-review, the University shall notify, in writing, the tenure-track faculty member concerned to that effect and the grounds for such finding.

Article 22 (1) The tenure re-review shall be implemented in conformity with the provisions of Article 16 (1). In such case, the performance evaluation shall be carried out by the Tenure Re-review Committee set up by the head of each department, etc.

- (2) The Tenure Re-review Committee shall be composed of the constituent members of the organ

provided for in Article 14 (3) with at least one of them changed or at least one member added thereto.

- (3) The tenure re-review shall be completed, in principle, at least two months prior to the day of expiration of the term of employment as a tenure-track faculty member. Furthermore, the University shall promptly notify the tenure-track faculty member concerned and the head of his/her department, etc. of the results of his/her tenure re-review.
- (4) No appeal may be filed against tenure re-review results.

(Implementation Provision)

Article 23 The heads of implementing departments, etc. shall establish the following matters in relation to the implementation of the tenure-track system in advance:

- (i) Job titles for tenure-track faculty members;
- (ii) Tenure review standards;
- (iii) The organ to carry out the performance evaluation;
- (iv) The Tenure Re-review Committee;
- (v) The implementation timing of the tenure review;
- (vi) Treatment after the granting of tenure; and
- (vii) Other matters deemed necessary.

(Miscellaneous Provisions)

Article 24 (1) When reference to these Regulations is difficult due to special circumstances, or when the President deems it significantly inappropriate to refer to these Regulations, exceptional handling may be accepted.

- (2) In addition to the provisions prescribed herein, other matters necessary for the tenure-track system shall be separately established.

Supplementary Provisions

1. These Regulations shall come into force on April 1, 2013.
2. Among faculty members actually employed for fixed terms of office as of the time of enforcement of these Regulations in accordance with the provisions of the Hiroshima University Regulations for Terms of Office of Teachers (Regulation No. 83 of April 1, 2004), those authorized by the heads of implementing departments, etc. shall be deemed to be tenure-track faculty members employed in accordance with these Regulations.
3. The commencement timing of the tenure-track period of a deemed tenure-track faculty member under the provisions of the preceding paragraph shall be the day on which such faculty member was actually hired for a fixed term of office by the University.

Supplementary Provisions (Regulation No. 143 of September 26, 2017)

These Regulations shall come into force on October 1, 2017.

Supplementary Provisions (Regulation No. 10 of January 24, 2019)

1. These Regulations shall come into force on April 1, 2020.
2. Notwithstanding the provisions of the Hiroshima University Regulations for the Tenure Track

Regulations for the Tenure Track System

System after revision by these Regulations, tenure-track faculty members actually employed, as of the day of enforcement of these Regulations, in accordance with the provisions of the Hiroshima University Regulations for the Tenure Track System before revision by these Regulations shall remain subject to the provisions then in force.

Appended Form 1 (Relating to Article 8 (1))

Date (Year/Month/Day):

To the President of Hiroshima University:

Application Form for Extension

Employee No.: _____

Affiliation: _____

Job Title: _____

Name: _____ Seal

I hereby apply for an extension of my tenure-track period as follows in accordance with the provisions of Article 8 (1) of the Hiroshima University Regulations for the Tenure Track System.

1. All periods of childcare leave, etc. obtained and planned to be obtained during the tenure-track period

☐ Childcare leave

From (year/month/day) _____ to _____
(No. of months/days: _____ month(s) and _____ day(s))

☐ Family care leave

From (year/month/day) _____ to _____
(No. of months/days: _____ month(s) and _____ day(s))

☐ Maternity leave

From (year/month/day) _____ to _____
(No. of months/days: _____ month(s) and _____ day(s))

(Total number of months/days: _____ month(s) and _____ day(s))

(Extendable period: _____ month(s))

2. Requested period of extension (within the extendable period in 1. above, by the month)

(_____ month(s)) (From (year/month/day) _____ to _____)

Appended Form 2 (Relating to Article 9 (2))

Date (Year/Month/Day):

To the President of Hiroshima University:

Application Form for Change

Employee No.: _____

Affiliation:

Job Title:

Name: _____ Seal _____

I hereby make an application in relation to my extended tenure-track period as follows in accordance with the provisions of Article 9 (2) of the Hiroshima University Regulations for the Tenure Track System.

1. Already determined extension period

(month(s)) (From (year/month/day) to)

2. All periods of childcare leave, etc. obtained and planned to be obtained during the tenure-track period

- Childcare leave

From (year/month/day) to (No. of months/days: month(s) and day(s))

☐ Family care leave

From (year/month/day) _____ to _____
(No. of months/days: _____ month(s) and _____ day(s))

- Maternity leave

From (year/month/day) to (No. of months/days: month(s) and day(s))

(Total number of months/days: month(s) and day(s))

(Extendable period: month(s))

3. Requested period of extension after change (within the extendable period in 2. above, by the month)

(month(s)) (From (year/month/day) to)

Appended Form 3 (Relating to Article 20 (3))

Date (Year/Month/Day):

To the Head of the Affiliated Department, etc.:

Application Form for Early Final Review

Employee No.: _____

Affiliation: _____

Job Title: _____

Name: _____ Seal

I hereby apply to bring forward the final review under the tenure-track system as follows in accordance with the provisions of Article 20 (3) of the Hiroshima University Regulations for the Tenure Track System.

Current Job Title	Requested Job Title for Tenure
<input type="checkbox"/> Associate Professor	<input type="checkbox"/> Professor
<input type="checkbox"/> Lecturer	<input type="checkbox"/> Associate Professor
<input type="checkbox"/> Assistant Professor	<input type="checkbox"/> Associate Professor <input type="checkbox"/> Lecturer

- Tenure-track period: from (year/month/day) _____ to _____
- Originally indicated implementation timing of the final review: _____

*1: The implementation timing of your early final review will be determined by your department, etc. and will be notified to you thereby.

*2: Where you become qualified for the tenure of a higher position in the job classification system as a result of your early final review, the timing of granting the tenure will be, in principle, in April or October. You will be informed of the exact timing when it is determined.

Appended Form 4 (Relating to Article 21 (1))

Date (Year/Month/Day):

To the President of Hiroshima University:

Appeal Application Form

Employee No.: _____

Affiliation: _____

Job Title: _____

Name: _____ Seal

I hereby file an appeal against the results of my final review in accordance with the provisions of Article 21 (1) of the Hiroshima University Regulations for the Tenure Track System.

The details of my appeal are as follows.

(Details of Appeal)

* You may attach reference documents to this Appeal Application Form.