

**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



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)

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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-trac. 78 ofck

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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

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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))



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
Associate Professor	Professor
Lecturer	Associate Professor
Assistant Professor	Associate Professor      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.