

## ○ Hiroshima University Regulations for the Internal Promotion System

Regulation No. 17 of February 25, 2019

### Hiroshima University Regulations for the Internal Promotion System

#### Table of Contents

- Chapter I General Provisions (Articles 1 to 9)
- Chapter II Promotion of Leading Faculty Members (Articles 10 to 11)
- Chapter III Promotion of Driving Faculty Members (Articles 12 to 27)
- Chapter IV Miscellaneous Provisions (Article 28)
- Supplementary Provisions

#### Chapter I General Provisions

##### (Purpose)

Article 1 These Regulations prescribe the matters necessary for the internal promotion 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 Policies and Regulations (Regulation No. 1 of April 1, 2004).

##### (Objective)

Article 2 The internal promotion system aims at contributing to further development of the University's education and research by enhancing the motivation of faculty members at the University to engage in their activities.

##### (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) Internal promotion system means a system to promote (for persons prescribed in Article 4 (ii) or (iii), to appoint; hereinafter referred to as promotion, etc. or promote, etc. ), among persons prescribed in the following Article, those who lead or drive forward various activities of the University to higher positions in the job classification system (for persons prescribed in Article 4 (ii) or (iii), positions equivalent to higher positions in the job classification system; hereinafter referred to as a higher position ).
- (ii) Tenure means the status of being a faculty member without a fixed term of employment.
- (iii) Tenured faculty member means a faculty member without a fixed term of employment.
- (iv) Conditional promotion means a system of promotion, etc. with the condition that the recipient of such promotion, etc. is to undergo a review of his/her qualifications for the new position (hereinafter referred to as the post review ) during the seven-year period starting from the time of receipt of the promotion, etc. (hereinafter referred to as the

conditional promotion period ) and is to revert to the position immediately before the promotion, etc. on the day following the day of expiration of the conditional promotion period if the recipient is not recognized as qualified for the new position as a result of the final review prescribed in Article 22, which is a part of the post review.

(v) Conditionally promoted person means a person who has been promoted, etc. in the form of conditional promotion, and is in his/her conditional promotion period.

(vi) 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 internal promotion system shall target the persons specified in the following items:

- (i) Associate Professors, Lecturers, Assistant Professors and Research Associates;
- (ii) Specially Appointed Associate Professors, Specially Appointed Lecturers and Specially Appointed Assistant Professors (among these faculty members working on a full-time basis, limited to those employed on the basis of common personnel expenses, subsidies for operating expenses for the University Hospital, or hospital revenues); and
- (iii) Assistant Professors at the University Hospital.

(Promotion Categories)

Article 5 The promotion categories under the internal promotion system shall be as provided for in the following items.

- (i) Promotion of leading faculty members: the category aiming at promoting persons who hold positions equivalent to higher positions in their fields of expertise, are ranked among the world's leading researchers, and have had particularly distinguished achievements
- (ii) Promotion of driving faculty members: the category aiming at promoting persons who hold positions equivalent to higher positions in their fields of expertise, are ranked among leading researchers at the domestic level, and have had distinguished achievements

(Application)

Article 6 An application for promotion, etc. under the internal promotion system shall be made to the University through recommendation by a department, etc. or self-nomination by the subject individual himself/herself.

(Decision on Promotion and Promotion Review)

Article 7 Decisions on promotion shall be made through review for promotion, etc. (hereinafter referred to as the promotion review ) on the basis of the Promotion Review and Post Review under the Internal Promotion System of Hiroshima University (Approved by the President on XXX XX, 2019; hereinafter referred to as Approval Concerning Promotion Review, etc. under the Internal Promotion System ).

(Accountability)

Article 8 The University shall, in advance, provide a person to receive promotion, etc. with sufficient explanations about the internal promotion 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 9 The University shall make endeavors to develop and maintain an environment that enables persons to receive promotion, etc. to independently engage in research activities by ensuring the placement of mentor faculty members and other relevant arrangements.

## Chapter II Promotion of Leading Faculty Members

(Persons Eligible for Promotion of Leading Faculty Members)

Article 10 Among persons prescribed in Article 4, those who are eligible to request promotion, etc. in the form of promotion of leading faculty members shall be those who fall under any of the grounds specified in the scope of leading faculty members provided for in Specified Specialist Faculty Members and Leading Faculty Members of Hiroshima University (Approved by the President on December 25, 2018).

(Treatment after Promotion, etc.)

Article 11 Upon receipt of promotion, etc. in the form of promotion of leading faculty members, the status of the recipients

Associate Professor or Lecturer, said persons shall be promoted, etc. to Associate Professor or Lecturer as tenure-track faculty members, and shall be deemed to have been hired in accordance with the Hiroshima University Regulations for the Tenure Track System.

(Specification of the Post Review Standards, Treatment, etc.)

Article 14 The University shall, in advance, clearly inform a person to receive conditional promotion of the standards for the post review provided for in Article 20 (2) and his/her treatment and other relevant matters applicable after the conditional promotion.

(Extension of Conditional Promotion Period)

Article 15 (1) A conditional promotion 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 conditional promotion period (limited to such period up to the commencement of the final review prescribed in Article 22):

- (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 16 (1) Any extension of a conditional promotion 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 conditional promotion period in accordance with the provisions of the preceding three paragraphs (hereinafter referred to as an extendable period ), and shall not exceed 36 months in total.

Article 17 (1) A conditionally promoted person who wishes to extend his/her conditional promotion 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 22; provided, however, that where such conditionally promoted person 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 conditional promotion period on the basis of an application made by a conditionally promoted person, and notify such conditionally promoted person of the results of his/her application.

(Change of Extension Period)

Article 18 (1) In the case where a conditional promotion 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 conditionally promoted person requests such change; or

(iii) In other cases where the conditionally promoted person requests such change.

(2) A conditionally promoted person 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 conditionally promoted person, and notify such conditionally promoted person of the results of his/her application.

(Cancellation of Extension)

Article 19 Notwithstanding the provisions of Article 18 (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 conditionally promoted person and the head of his/her department, etc. of such cancellation.

(Post Review)

Article 20 (1) The post review shall be conducted in the forms of an intermediate review and a final review.

(2) The post review shall be conducted with standards set by each department, etc. on the basis of the Approval Concerning Promotion Review, etc. under the Internal Promotion System.

(3) The head of each department, etc. shall establish an organ to conduct performance evaluations of conditionally promoted persons subject to the post review.

(Intermediate Review)

Article 21 (1) The intermediate review shall be conducted 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 20 (3).

(2) The intermediate review shall be conducted, in principle, by the day on which six months have elapsed from the day on which half of the conditional promotion period concerned has elapsed. Furthermore, the head of each department, etc. shall provide each conditionally promoted person 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 22 (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 20 (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 conditional promotion period expires. Furthermore, the University shall promptly notify the conditionally promoted person concerned and the head of his/her department, etc. of the results of his/her final review and the grounds for such results.

Article 23 If a conditionally promoted person is not recognized as qualified as a result of the final review, such conditionally promoted person shall revert to the position immediately before the promotion, etc. on the day following the day of expiration of his/her conditional promotion period.

(Exception in the Post Review)

Article 24 (1) The implementation of the final review may be brought forward from the implementation timing originally indicated to the conditionally promoted person concerned (in the case where the conditional promotion period concerned has been extended pursuant to the provisions of Article 15 to Article 18, the implementation timing means that indicated on the basis of the extended period; hereinafter the same applies).

(2) Notwithstanding the provisions of Article 20 (1) and Article 22 (2), where the final review is brought forward, it may be carried out before the implementation of the intermediate review.

(3) A conditionally promoted person who wishes his/her final review to be 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 conditionally promoted person 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 terminate his/her conditional promotion period even during such period.

(5) When a conditionally promoted person has failed to be recognized as qualified as a result of the early final review, the post review shall be implemented at the originally indicated

implementation timing.

- (6) A conditionally promoted person who has failed to be recognized as qualified as a result of the early final review may make an application under paragraph (3) repeatedly.

(Appeal Against Final Review Results)

Article 25 (1) A conditionally promoted person 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 (hereinafter referred to as the post re-review ).
- (3) If finding it not necessary to carry out the post re-review, the University shall notify the conditionally promoted person concerned, in writing, to that effect and the grounds for such finding.

Article 26 (1) The post re-review shall be implemented in conformity with the provisions of Article 20 (1). In such case, the performance evaluation shall be carried out by the Post Re-review Committee set up by the head of each department, etc.

- (2) The Post Re-review Committee shall be composed of the constituent members of the organ provided for in Article 18 (3) with at least one of them changed or at least one member added thereto.
- (3) The post re-review shall be completed, in principle, at least two months prior to the day of expiration of the conditional promotion period concerned. Furthermore, the University shall promptly notify the conditionally promoted person concerned and the head of his/her department, etc. of the results of his/her post re-review.
- (4) No appeal may be filed against post re-review results.

(Implementation Provision)

Article 27 The head of each department, etc. shall establish the following matters in relation to the post review in advance:

- (i) Post review standards;
- (ii) The organ to carry out the performance evaluation in relation to the post review;
- (iii) The Post Re-review Committee;
- (iv) The implementation timing of the post review; and
- (v) Other matters deemed necessary.

#### Chapter IV Miscellaneous Provisions

(Miscellaneous Provisions)

Article 28 (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 internal promotion system shall be separately established.

Supplementary Provisions

These Regulations shall come into force on April 1, 2020.



Appended Form 1 (Relating to Article 17 (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 post review period as follows in accordance with the provisions of Article 17 (1) of the Hiroshima University Regulations for the Internal Promotion System.

1. All periods of childcare leave, etc. obtained and planned to be obtained during the post review period

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

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 18 (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 post review period as follows in accordance with the provisions of Article 18 (2) of the Hiroshima University Regulations for the

Appended Form 3 (Relating to Article 24 (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 for conditional promotion as follows in accordance with the provisions of Article 24 (3) of the Hiroshima University Regulations for the Internal Promotion System.

Conditional promotion 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 position concerned as a result of your early final review, you will be informed of the day on which your conditional promotion period is to come to an end when that day is determined.

Appended Form 4 (Relating to Article 25 (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 25 (1) of the Hiroshima University Regulations for the Internal Promotion System.

The details of my appeal are as follows.

(Details of Appeal)

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