

Special Personnel Regulations Pertaining to Academic Staff of National University Corporation the University of Osaka

Note: The document below is an English translation of the University Work Regulations, originally composed in Japanese. The English version of the Work Regulations has been provided merely as a reference for international researchers and employees. Therefore, it should not be considered an official employment contract. Please note that all official employment contracts are concluded solely based on the Japanese version of the Work Regulations.

(Purpose)

Article 1: The purpose of these regulations shall be to define special cases pertaining to personnel matters, in accordance with the provisions of item 2, Articles 2 of the Work Regulations for National University Corporation the University of Osaka Staff (hereinafter referred to as “The Working Regulations”), for members of full-time academic staff of the National University Corporation the University of Osaka (hereinafter referred to as “The University”) to whom employed on a non-fixed term basis (hereinafter referred to as “Employee(s)”).

(Definitions)

Article 2: The term “faculties, etc.” shall be used in these regulations to refer to schools, faculties, graduate schools, research institutes, the University of Osaka Hospital, the University of Osaka Dental Hospital, university libraries, joint-use/national joint-use facilities, and other organizations equivalent to the foregoing.

2. The term “deans” shall be used in these regulations to refer to the deans or directors of each of the foregoing faculties, etc.

(Selection Relating to Employment, Promotions and Transfers)

Article 3: Employees shall be employed based on the selection in accordance with the terms and provisions of Item 1, Article 5 of The Work Regulations.

2. The selection process cited in the foregoing item shall be implemented in accordance with criteria determined separately by The Education and Research Council (hereinafter referred to as “The Council”) by the Faculty Meeting or other bodies equivalent thereto of the faculties, etc. (Hereinafter referred to collectively as “Faculty Meeting”) to which the Employee in question shall be assigned.

3. The regulation stipulated in the foregoing 2 items shall be in accordance with promotions and transfers defined in the regulations set out in Articles 12 and 13 of The Work Regulations.

(Dismissal etc. during Probation Period)

Article 4: Dismissal etc. of Employees during probation periods in accordance with the terms and provisions of Item 2, Article 10 of The Work Regulations, or determination, after completion of a probation period, that the Employee in question shall not be employed, shall be subject to deliberation by the Faculty Meeting of the faculties, etc. to which the said Employee belongs and The Council.

(Work Assessment)

Article 5: Assessment of the work of Employee in accordance with the provisions of Article 11 of The Work Regulations shall be carried out by the dean of the faculties, etc. to which said Employee belongs.

2. Assessment of the work of deans (with the exception of cases in which Employees employed on a fixed-term basis by The University become deans. This shall also apply to Item 2, Article 8 and Article 9 below) in accordance with the provisions of Article 11 of The Work Regulations shall be carried out by The President.

(Personnel Changes)

Article 6: Employee transfers in accordance with the provisions of Article 13 of The Work Regulations shall be subject to discussion by the Faculty Meeting of the faculties, etc., to which said Employee belongs.

2. The dean shall, after completion of the foregoing Faculty Meeting, promptly notify both the Employee in question and the Council of the decision in writing.

3. Employee dissatisfied with the transfer detailed in the foregoing item 1 may, within a period of 2 weeks of receipt of notice as detailed in the foregoing item, appeal the said transfer to the Appeals Investigation Committee under the auspices of The Council .

4. The Appeals Investigation Committee may, for the purposes of gathering information and opinions, request the said Employee and relevant witnesses to appear before the said committee to offer opinions.

5. The Appeals Investigation Committee shall, after completion of the investigation, promptly inform the results of said investigation to The Council.
6. Based on the results of the above investigation, The Council shall promptly carry out investigation into the transfer in question and inform the Employee and dean in question of the result of said investigation.
7. As well as the terms and provisions of the foregoing 4 items, procedure for dissatisfaction with transfers shall be defined separately.

(Leave of Absence)

Article 7: Leave of absence taken by Employee in accordance with the terms and provisions of Item 1, Article 14 of The Work Regulations shall be subject to deliberation by the Faculty Meeting of the faculties, etc., to which the said Employee belongs and The Council.

2. The duration of leave of absence in accordance with the terms and provisions of Item 1, Article 15 of The Work Regulations for the reasons detailed in No. 1, Item 1, Article 14 of said Work Regulations shall be subject to deliberation by The Council.
3. Notwithstanding the provisions of the foregoing 2 items, deliberation by the Faculty Meeting or The Council may be omitted if the Council especially deem it necessary.

(Dismissal, etc.)

Article 8: Dismissal, demotion or salary cut against Employee in accordance with the terms and provisions of Item 1, Article 21 of The Work Regulations (hereinafter referred to as "dismissal, etc.") shall be subject to deliberation by the Faculty Meeting of the faculties, etc. to which the said Employee in question belongs.

2. The dean (in cases where the dean is subject to dismissal, etc., this duty shall fall to the person selected by the Faculty Meeting of the faculties, etc. concerned. This shall also apply to all the following items of this article) shall, upon completion of the Faculty Meeting detailed above, promptly inform the Employee in question and The Council of the results of deliberations and investigations in writing.
3. Employee dissatisfied with the decision of dismissal, etc., may, within a period of 2 weeks of receipt of notice as detailed in the foregoing item, appeal the said decision to the President. The Appeals Investigation Committee shall carry out an investigation into said dismissal, etc.
4. In cases of failure by the Employee in question to lodge an appeal within the timeframe defined in the foregoing item, The Council shall promptly carry out investigation into said dismissal, etc., and notify the Employee in question and the dean of the results of said investigation. This provision shall not, however, preclude prior investigation into the dismissal, etc., by the Appeals Investigation Committee at the instigation of The Council.
5. The Appeals Investigation Committee may, for the purposes of gathering of information, in cases of implementation of prior investigation in accordance with Item 3 above and the proviso defined in foregoing item, request the Employee in question and relevant witness to appear before said committee to offer explanations.
6. Upon completion of investigations, the Appeals Investigation Committee shall promptly inform The Council of the results of said investigation.
7. The Council shall, based on the results of the investigation detailed in the foregoing item, promptly carry out investigation into said dismissal, etc. and notify the Employee in question and the dean of the results of said investigation.
8. In addition to the terms and provisions of the foregoing 5 items, procedures for handling of appeals with dismissal, etc., shall be defined separately.

(Punitive Measures)

Article 8-2: Punitive measures of Employee in accordance with the terms and provisions of Item 1 and 2, Article 37 of The Work Regulations shall be subject to deliberation by the Faculty Meeting of the faculties, etc. to which the Employee in question belongs.

2. The dean shall, upon completion of the Faculty Meeting detailed above, promptly inform The Council of the results of deliberations and investigations in writing.
3. The Council shall, based on the results of the investigation detailed in the foregoing item, promptly carry out investigation into said punitive measures and notify the Employee in question and the dean of the results of said investigation. However, The Council may, for the purposes of gathering of information, requests The Faculty Punitive Measures Committee under the auspices of The Council to offer opinions if deemed necessary by the Council.

4. Notwithstanding the provisions of the foregoing 3 items, deliberation by the Faculty Meeting may be omitted if the Council especially deem it necessary.
5. Employee dissatisfied with the punitive measures may, within a period of 2 weeks of receipt of notice of the said punitive measures, appeal said punitive measures to the President. The Appeals Investigation Committee shall carry out an investigation into said punitive measures.
6. The Appeals Investigation Committee may, for the purposes of gathering of information, in cases of implementation of investigation in accordance with the foregoing item, request the Employee in question and relevant witness to appear before said committee to offer explanations or opinions.
7. Upon completion of investigations, the Appeals Investigation Committee shall promptly inform The Council of the results of said investigation.
8. The Council shall, based on the results of the investigation detailed in the foregoing item, promptly carry out investigation into said punitive measures and notify the Employee in question and the dean of the results of said investigation.
9. In addition to the terms and the provisions of the foregoing 4 items, procedures for handling of appeals with dismissal, etc., shall be defined separately.

(Punitive Measures against Deans)

Article 9: Punitive measures against deans in accordance with the terms and provisions of Item 1 and 2, Article 37 of The Work Regulations, shall be subject to the investigation by the Board of Trustees.

2. Upon completion of the investigation detailed above, the Board of Trustees shall promptly submit a written notice of the results of the said investigation to the dean concerned.
3. Deans dissatisfied with the punitive measures may, within a period of 2 weeks of receipt of notice as detailed in the foregoing item, appeal said punitive measures to the Board of Trustees.
4. In addition to the terms and provisions of the foregoing 3 items, procedures for handling of appeals with punitive measures shall be defined separately.

(Special Cases relating to Retirement)

Article 10: Determination in respect of Employee, in accordance with the provisions of Item 2, Article 19 of The Work Regulations, differing to the provisions of Item 1 of the same article shall be subject to discussion by the Faculty Meeting of the faculties, etc., to which said Employee belongs and The Council.

(Continuation of Employment)

Article 11: The selection process for an Employee for continuation of employment in accordance with the terms and provisions of Item 3, Article 20 of The Work Regulations shall, based on standards established separately by The Council, be carried out by the Faculty Meeting of the faculties, etc. to which said Employee belongs.

(Training Opportunities)

Article 12: Employee shall be afforded training opportunities.

2. Employee shall be entitled, with the permission of the dean, to undergo training at locations separate to the place of work, on condition that said training does not interfere with the normal implementation of the performance of the duties of said Employee.
3. The University shall make every effort to enable Employee to undergo long-term training at their current position.

Supplementary Provision

The foregoing regulations shall be implemented from 14 April 2004 and applied from 1 April 2004.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 30 October 2006.

Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 1 October 2007.

(Interim Measures relating to Integration)

2. Notwithstanding the provisions of Item 3, Article 8 and Item 3, Article 9, Employees who held office in the National University Corporation the University of Osaka of Foreign Studies prior to the integration as of 30 September 2007 whose status was transferred to The University due to the integration and fall under "Employee(s)" set forth in Article 1, those who have received an issued explanation set forth in Item 1, Article 6 of Regulations pertaining to Disadvantageous Handling on Employees of the National University Corporation the University of Osaka of Foreign Studies on and before the above date shall remain subject to the prior regulations pertaining to the term of appeal according to them.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 28 November 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2012.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2013.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2015.

Supplementary Provision

1. The foregoing amendments shall be implemented from 1 April 2020.

2. Notwithstanding the provisions of Item 2, Article 8, the day preceding the date of the implementation of the amendments, the regulations prior to revision shall be applied in case of the procedure of punitive measures have been started in accordance with the provisions of Article 8.