

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

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 any official employment contracts have been concluded solely on the basis of the Japanese version of the Work Regulations.

(Purpose)

Article 1: The purpose of these regulations shall be to define special personnel-related issues in accordance with Article 2, Item 2 of Work Regulations for National University Corporation Osaka University Staff (hereinafter referred to as "The Work Regulations"), for non-fixed term academic staff (hereinafter referred to as "Employee(s)") employed by The National University Corporation Osaka University (hereinafter referred to as "The University").

(Definitions)

Article 2: The term "faculties, etc." shall be used in these regulations to refer to faculties, post-graduate courses, research institutes, Osaka University Hospital, Osaka University 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 above selection process shall be implemented in accordance with standards defined separately by The Education and Research Council (hereinafter referred to as "The Council") by the Faculty Meeting of the faculty to which the Employee in question shall be assigned, or the decision-making body of the faculty, etc. (hereinafter referred to collectively as "Faculty Meeting").

3. The regulation stipulated in 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 Periods)

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 discussion by the Faculty Meeting of the faculty and The Council etc., to which said Employee belong.

(Work Assessment)

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

2. Assessment 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 Article 13 of The Work Regulations shall be subject to discussion by the Faculty Meeting of the faculty, 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 foregoing item may, within a period of 2 weeks of receipt of notice of said transfer, appeal said decision to the Appeals Investigation Committee under the auspices of The Council.

4. For the purposes of gathering information and opinions, the Appeals Investigation Committee may request that the Employee said appeal and relevant witnesses appear before the committee.

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 foregoing 4 items, procedures 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 and Council of the faculty, etc., to which said Employee belongs and The Council.

2. Determination of the duration of leave of absence for Employee 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 discussion by The Council .
3. Notwithstanding the regulation defined in Item 2 above, in cases of prior special dispensation by The Council, deliberation by the Faculty Meeting and The Council may be omitted.

(Dismissal, etc.)

Article 8: Dismissal, demotion, salary cuts or punitive measures of Employee in accordance with the terms and provisions of Item 1, Article 21 and Item 1, 2, Article 37 of The Work Regulations (hereinafter referred to as "dismissal. etc.") shall be subject to deliberation by the Faculty Meeting of the faculty, etc. to which the Employee in question belongs.

2. The dean (in cases where the dean is subject to dismissal, demotion or salary cuts in accordance with the terms and provisions of Item 1, Article 21 of The Work Regulations, Employee selected by the Faculty Meeting of the faculty, etc., in question. 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 dismissal, etc., detailed in foregoing item may, within a period of 2 weeks of receipt of notice of said dismissal, etc., appeal 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 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 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 foregoing 5 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, 2, Article 37 of The Work Regulations, shall be subject to the investigation by the Board of Trustees.

2. The Board of Trustees shall, upon completion of investigations detailed above, promptly inform the dean in question in writing of the results of said investigation.
3. Deans dissatisfied with the decision for punitive measures may, within a period of two weeks of receipt of notice as detailed in the foregoing item, submit an appeal against said decision to the Board of Trustees.
4. In addition to the terms and provisions of 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 Item 2, Article 19 of The Work Regulations, differing to Item 1 of the same article shall be subject to discussion by the Faculty Meeting of the faculty, 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 4, Article 20 of The Work Regulations shall, based on standards established separately by The Council, be carried out by the Faculty Meeting of the faculty, 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 14th April 2004 and applied from 1st April 2004.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2005.

Supplementary Provision

The foregoing amendments shall be implemented from 30th October 2006.

Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 1st 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 Osaka University of Foreign Studies prior to the integration as of 30th 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 Osaka University 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 1st April 2010.

Supplementary Provision

The foregoing amendments shall be implemented from 28th November 2011.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2012.