

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Regulations Concerning Employment, Separation from Employment, etc., for Employees of Tokyo University of Foreign Studies

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Chapter 1 Purpose and definitions of terms, etc.

Article 1 Purposes

The purpose of these Regulations is to specify necessary matters concerning the employment, separation from employment, administrative leave, etc. for the employees belonging to the Tokyo University of Foreign Studies (hereinafter, the “University”) based on the Working Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 52 of 2004; hereinafter, the “Working Regulations”).

Article 2 Definition of employees to whom these Regulations apply

- 1 These Regulations shall apply to the employees in Article 3 of the Working Regulations, except for the part-time employees specified in the proviso of Article 4 thereof (hereinafter, “Employees”).
- 2 The office organization, job titles, and job types of Employees shall be as set forth in Appended Table 1.

- 3 The Employees who are in a managerial or supervisory position shall be the Employees to whom the managerial employee allowance specified in Article 14 of the Salary Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 54 of 2004) is paid and the Employees to whom the Designated Service Base Salary Schedule is applicable.

Article 3 Definitions of employment, promotion, etc.

- 1 The terms listed below shall defined as follows.

- (1) Employment: To appoint a person as a new Employee of the University. (Including the cases where a person becomes an Employee from a part-time employee.)
- (2) Promotion: To change an Employee's position to a higher rank in the office organization.
- (3) Transfer: To transfer an Employee to another section or duty. (Except in the case of promotion or demotion.)
- (4) Demotion: To change an Employee's position to a lower rank in the office organization.
- (5) Concurrent holding of another post: To appoint an Employee to take another duty while he/she retains the status of the current position.
- (6) Administrative leave: To not allow an Employee to engage in his/her duties while he/she retains the own status. (Excluding the case of suspension from work under Article 57, paragraph 1, item 3 of the Working Regulations and the case of childcare leave under Article 3 of the Childcare Leave Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 58 of 2004; hereinafter, the "Childcare Leave Regulations").)
- (7) Reinstatement: To have an Employee on administrative leave return to the office.
- (8) Separation from employment: To lose one's status as an Employee due to cancellation of the employment contract between such person and the University.
- (9) Retirement: To cancel the employment contract between an Employee and the University, except for the case of dismissal.
- (10) Dismissal: To cancel the employment contract with an Employee against his/her will.
- (11) Resignation: To resign at the Employee's own will.
- (12) Addition of duties: To add duties to an Employee other than his/her own duties.

Article 4 Fixed-term Employees

- 1 The President may employ an Employee for a fixed term of office if the case falls under any one of the following items (except for the case of reemployment specified in paragraph 1 of Article 24 of the Working Regulations):

- (1) When employing a teacher set forth in Appended Table 1 (hereinafter, "Teacher") for a fixed term of office based on the Act on Term of Office of University Teachers, etc. (Act No. 82 of 1997);
- (2) When the President deems it necessary to employ a person whose duty is to handle the work of an Employee who has obtained approval for caregiver leave specified in the Regulations Concerning Caregiving Leave for Employees at Tokyo University of Foreign Studies (Regulation No. 59 of 2004; hereinafter, the "Caregiver Leave Regulations") (limited to cases where such leave is to be taken on a day-by-day basis);
- (3) When the President deems it necessary to employ a person whose duty is to handle the work of an Employee

who has obtained approval for maternity leave before and after childbirth specified in the Regulations Concerning Working Hours, Leave, etc. for Employee of Tokyo University of Foreign Studies (Regulation No. 53 of 2004);

- (4) When the President deems it necessary to employ a person whose duty is to handle the work of an Employee who has obtained approval for childcare leave (except for partial leave) specified in the Childcare Leave Regulations; or
- (5) Other cases that the President deems necessary.

2 The term of office in the respective cases set forth in the items of the preceding paragraph may not exceed the period specified in each of the following items:

- (1) In the case of item 1: Period separately determined.
- (2) In the case of item 2: Approved period for caregiver leave.
- (3) In the case of item 3: End of maternity leave after childbirth.
- (4) In the case of item 4: Approved period for childcare leave.
- (5) In the case of item 5: Period prescribed in Article 14 of the Labor Standards Act (Act No. 49 of 1947).

3 Any necessary matters concerning the employment under item 1 of paragraph 1 shall be specified separately.

Chapter 2 Employment

Article 5 Method of employment of teachers

- 1 The employment of teachers shall be determined by selection.
- 2 The selection for employment of teachers shall be carried out by the President. Note that the President may seek opinions of the Faculty Council in selecting the teachers and of the Faculty Council and the Council for Education and Research regarding the selection criteria.
- 3 In the case of the World Language and Society Education Centre, the Faculty Council set forth in paragraph 2 shall be deemed to be replaced with the Steering Committee of the Center.
- 4 As for the Health Care Center, the Faculty Council set forth in paragraph 2 shall be deemed to be replaced with the Steering Committee of the Center.

Article 6 Method of employment of other Employees

- 1 The employment of Employees of a job type other than teachers shall be determined by competitive examination or selection.
- 2 The competitive examination shall be, in principle, an employee employment examination conducted by the Committee for Implementation of Employment Examinations for Employee at National Universities Cooperation, etc.
- 3 In the case by selection, two (2) or more of the ability demonstration methods listed below shall be jointly used, and the selection shall be determined based on the result obtained by totaling the achievements thereby. However, in addition to such ability demonstration methods, a specialized examination, physical examination, or any other ability demonstration method may be used when the President deems it necessary.
 - (1) Liberal arts examination (i.e., examination on general knowledge and intelligence)
 - (2) Aptitude examination (i.e., examination on replacement, collation, calculation, classification, memory,

attention allocation, or other abilities)

- (3) Essay examination (i.e., test on ability to express by writing, ability to understand problems, and other abilities)
- (4) Character test (i.e., test by individual interview, group interview, or group discussion regarding personality, propensity, etc.)
- (5) Background evaluation (i.e., evaluation of usefulness of the background of a candidate for selection in light of the content of a job type for which such person may be employed)

Article 7 Method of employment of fixed-term Employees

The method of employment of fixed-term Employees shall be in the same manner as the employment method for the job type under employment.

Article 8 Documents to be submitted

- 1 Those who wish to be hired as Employees shall submit the following documents:
 - (1) Curriculum vitae
 - (2) Certificates of educational background and qualifications
 - (3) Other documents deemed necessary by the University
- 2 Any person who has been hired as an Employee shall submit the documents listed in the following items promptly after being hired.
 - (1) Written pledge
 - (2) Certificate of items entered in the residence certificate (or certificate of registered matters on the registration ledger, if the person is a foreign national)
 - (3) Other documents deemed necessary by the University
- 3 The submission of the documents listed in the preceding two (2) paragraphs may be omitted in the case of those who become Employees of the University successively from any national institutions, others, or similar institutions through personnel exchange.
- 4 When any matter stated in the documents in the preceding paragraph is changed, such fact shall be promptly notified to the President with necessary documents.
- 5 Any person employed as an Employee shall provide the University with his/her Individual Number prescribed in the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures (Act No. 27 of 2013; hereinafter, the "Number Act").
- 6 Any necessary matters concerning the use of Individual Numbers under the provisions of the preceding paragraph shall be specified separately.

Article 9 Probationary period

- 1 The Employee shall be officially hired on the day following the date of the end of the probationary period specified in Article 10 of the Working Regulations, unless measures are otherwise taken by the President before the end of such period.
- 2 The provisions of Article 10 of the Working Regulations shall not apply to rehired Employees.

Article 10 Continuation of probationary period

In the event that any Employee during the probationary period is transferred to another position, that probationary period shall continue unless a new probationary period is commenced.

Article 11 Extension of probationary period

For an Employee whose number of days of actual work is less than ninety (90) days during a period of six (6) months after the commencement of the probationary period, the probationary period shall continue until such number of days reaches ninety (90) days. However, the period shall not exceed one (1) year after the commencement of the probationary period.

Article 12 Administrative leave during the probationary period

The provisions of Article 21 shall not apply to any Employees serving the probationary period.

Chapter 3 Promotion

Article 13 Method of promotion of teachers

- 1 The promotion of a teacher shall be determined as a result of selection based on his/her work performance and other achievements, etc.
- 2 The selection for promotion of teachers shall be made by the President. Note that the President may seek opinions of the Faculty Council in selecting the teachers and of the Faculty Council and the Council for Education and Research regarding the selection criteria.

Article 14 Method of promotion of Employees other than teachers

The promotion of an Employee of a job type other than teachers shall be determined as a result of selection based on the assessment of their work performance and other abilities. However, background evaluation, practical examination, written test, and other methods may be used as necessary.

Article 14-2 Requirements for promotion

The selection for promotion of Employees shall be determined based on the requirement that they shall satisfy the conditions set forth in the following items:

- (1) Such person is deemed to have sufficient ability to perform the duties in the office organization which the person intends to engage based on his/her actual work performance at the immediately subordinate position in the office organization;
- (2) No disciplinary action or other disposition equivalent thereto extending to the length of time as set forth in the following table is given, and no act is committed that makes it appropriate to receive disciplinary action, etc. based on the matters that are revealed through an interview with such person or through investigation;

Length of time	Type of disciplinary action
2 years	Suspension from work or any disposition equivalent thereto
1 year and 6 months	Reduction of salary or any disposition equivalent thereto
1 year	Reprimand or any disposition equivalent thereto

- (3) No administrative leave set forth in Article 21, paragraph 1, item 2 or any disposition equivalent thereto is given in the past two (2) years; and
- (4) Such person is not prosecuted for any criminal case and, based on the matters that are revealed through

interviews with such person or through investigation, he/she is not engaged in any act leading to the consideration that a criminal offense has been committed.

Chapter 4 Transfer

Article 15 Transfer

- 1 When ordering transfer to a teacher against his/her will, the President shall do so after a review by the Council for Education and Research.
- 2 The Council for Education and Research shall take the procedures as set forth in the following items in conducting the review in the preceding paragraph.
 - (1) Deliver a statement describing the reason for review to the person to be reviewed and to the Faculty Council to which such person belongs.
 - (2) Ask for opinions of the Faculty Council to which the person to be reviewed belongs.
 - (3) Give the person to be reviewed an opportunity to make a statement orally or in writing if such person makes a request within fourteen (14) days after receipt of the statement in the earlier item.
 - (4) Request witnesses to appear or ask for their opinions when deemed necessary.
- 3 In addition to what is provided for in the preceding paragraph, any necessary matters concerning the review in paragraph 1 shall be decided by the President after deliberation by the Council for Education and Research.

Chapter 5 Concurrent holding of another post

Article 16 Order for concurrent holding of another post

- 1 When an Employee is to hold any of the positions listed in Appended Table 2, the President shall order the Employee to take such position as concurrent holding of another post.
- 2 When the President orders an Employee to concurrently hold a position that has qualification requirements prescribed by laws and regulations, such Employee shall be a person who satisfies such requirement.

Article 17 Termination and end of concurrent holding of another post

- 1 The President may terminate concurrent holding of another post at any time.
- 2 When the reason for requiring concurrent holding of another post ceases to exist, the President shall promptly terminate such concurrent holding of another post.
- 3 In cases where any one of the following items is applicable, concurrent holding of another post shall end as a matter of course:
 - (1) When the period for concurrent holding of another post is fixed and such fixed period expires;
 - (2) When the position held as concurrent holding of another post is abolished;
 - (3) When the Employee is separated from employment; or
 - (4) When the Employee is subjected to administrative leave or suspension from work.

Chapter 6 Demotion, separation from employment, administrative leave, and reinstatement

Article 18 Demotion and dismissal of teachers

- 1 When demoting or dismissing a teacher against his/her will, the President shall do so after a review by the Council for Education and Research.
- 2 The Council for Education and Research shall take the procedures as set forth in the following items in

conducting the review in the preceding paragraph.

- (1) Deliver to the person to be reviewed a statement describing the reason for review.
 - (2) Give the person to be reviewed an opportunity to make a statement orally or in writing if such person makes a request within fourteen (14) days after receipt of the statement in the earlier item.
 - (3) Request witnesses to appear or ask for their opinions when deemed necessary.
- 3 In addition to what is provided for in the preceding paragraph, any necessary matters concerning the review in paragraph 1 shall be decided by the President after deliberation by the Council for Education and Research.

Article 19 In the case of demotion or dismissal against the will of the subject person

- 1 The demotion of an Employee under Article 13, paragraph 1, item 1 or the dismissal of an Employee under Article 25, paragraph 1, item 1 of the Working Regulations shall be possible in cases where it is obvious that such Employee's work performance is unsatisfactory based on the results of his/her performance evaluation under Article 14 of the Working Regulations and other facts deemed to be sufficient to judge his/her work performance.
- 2 The demotion of an Employee under Article 13, paragraph 1, item 2 or the dismissal of an Employee under Article 25, paragraph 1, item 2 of the Working Regulations shall be possible in cases where the two (2) doctors designated by the President diagnose that the Employee has a disease requiring long-term medical treatments or rest or any mental or physical disorder which is difficult to be cured even by medical treatment or rest and it is obvious that such disease or disorder interferes with or prevents the Employee from fulfilling his/her duties.
- 3 The demotion of an Employee under Article 13, paragraph 1, item 3 or the dismissal of an Employee under Article 25, paragraph 1, item 4 of the Working Regulations shall be possible in cases where it is obvious that the Employee lacks the eligibility required for his/her position based on the facts deemed to be sufficient to judge the eligibility. In this case, the Employee shall be dismissed if he/she falls under any of the following items:
 - (1) When he/she becomes an adult ward or a person under curatorship (including a quasi-incompetent person);
 - (2) When he/she is sentenced to imprisonment without work or more severe punishment; or
 - (3) In the case of an Employee who is a teacher, when he/she forms or becomes a member of a political party or any other organization which advocates the overthrow by force of the Constitution of Japan or the government existing under the Constitution.
- 4 Whether any one of the Employees shall be dismissed under Article 25, paragraph 1, item 5 of the Working Regulations shall be decided by the President with fair judgment based on their work performance, years of service, and other facts.
- 5 The dismissal under paragraphs 1, 2, and 3 shall be carried out based on comprehensive judgment. For example, in the case under paragraph 2, judgment shall be made by taking into consideration whether or not transfer, demotion, or other measures may be possible in view of the degree of mental or physical disorder.
- 6 The provisions of paragraphs 1 to 5 shall not apply to any Employees serving the probationary period.

Article 20 Retirement based on the request of an Employee

In the event of a request for retirement made by an Employee in writing, the President shall give his/her approval to such request unless such request affects the operations.

Article 21 Administrative leave

1 In the event an Employee falls under any one of the following items, the President may place the Employee on administrative leave for a predetermined period of time:

- (1) In the event the period of sick leave due to physical or mental disorder reaches ninety (90) days and the Employee needs more rest;
- (2) In the event the Employee is prosecuted relating to a criminal case which impairs the normal performance of the assigned duties;
- (3) In the event the Employee becomes a full-time union official;
- (4) In the event the life or death or whereabouts of an Employee becomes unknown due to flood, fire, or other disasters;
- (5) In the event the Employee engages in the survey, research, or guidance of any academic matters deemed to be related to his/her duties at any school, research institute, hospital, or other public facility approved by the President (except for the cases aiming at simply acquiring knowledge or any qualification);
- (6) In the event the Employee attends a doctoral program of the graduate school of the University or a program of a foreign university that is equivalent thereto for the purpose of obtaining a PhD;
- (7) With respect to the work relating to the research of science and technology that a person other than those of Tokyo University of Foreign Studies conducts jointly with or under entrustment by the University, in the event the Employee engages in what is deemed by the President to be related to the duties of the Employee;
- (8) In cases where the Employee concurrently serves as an officer of a corporation utilizing research results as specified in Article 4, paragraph 1, item 1 (b) of the Regulations Concerning Subsidiary Business of Employees at Tokyo University of Foreign Studies (Regulation No. 57 of 2004), in the event the President deems that such Employee needs to mainly engage in the duties of such officer and is unable to engage in the duties as an Employee of the University; or
- (9) In addition to those causes described in each of the preceding items, in the event it deems appropriate to place an Employee on administrative leave.

2 The provisions of the preceding paragraph shall not apply to any Employees serving the probationary period.

Article 22 Period of administrative leave

1 The period of the administrative leave set forth in the preceding article shall be determined by the President as follows:

Paragraph	Pay step	Cause	Period of administrative leave
1	1	Sickness	Period within three (3) years according to the degree of the rest required.
	2	Prosecution	Period during which the case is pending before the court of law.
	3	Full-time union engagement	Period within three (3) years as necessary.
	4	Unknown whereabouts	Period designated by the President as necessary.
	5	Research	Period within three (3) years as necessary.
	6	Study	Period within one (1) year as necessary.

	7	Joint research	Period within five (5) years as necessary.
	8	Subsidiary business	Period within three (3) years as necessary.

- 2 If particularly necessary when the period of the administrative leave under any of items 5 to 8 of paragraph 1 of the preceding article continues to reach three (3) years, the President may renew the period of such administrative leave up to two (2) years.
- 3 If there are any unavoidable circumstances when the period of the administrative leave under item 7 of paragraph 1 of the preceding article or the period of such administrative leave under item 7 of paragraph 1 of the same article that is based on the provisions of the preceding paragraph continues to reach five (5) years, the President may renew the period as determined upon deliberation by the Council for Education and Research.
- 4 If the period of any administrative leave set forth under the preceding three (3) paragraphs is less than its upper limit, the President may renew such period within a range not exceeding its upper limit continuously from the date of the initial administrative leave.
- 5 The expiration date of the period of administrative leave in the preceding four (4) paragraphs (except for administrative leave under any of items 1 to 4 of paragraph 1) may not be set as the mandatory retirement day.
- 6 The period of administrative leave under item 9 of paragraph 1 of the preceding article shall be determined by the President each time.

Article 22-2 Calculation of the period of administrative leave

In calculating the period of administrative leave for the cause in item 1 of paragraph 1 of Article 21, if the Employee returns to the office after administrative leave and takes administrative leave again due to the same injury or disease before the number of attendance days reaches twenty (20), it shall be deemed that the previous period of administrative leave and the subsequent period of administrative leave are successive. Further, even if the type of the disease that caused the administrative leave and the content of the work the Employee is engaged in are different from those at the time of the previous administrative leave, the period may not exceed three (3) consecutive years as long as the state subject to application of item 1 of paragraph 1 of Article 21 continues to exist.

Article 22-3 Status, salary, etc. during administrative leave

- 1 Employees who are on administrative leave shall retain their status as Employees but shall not engage in their duties. However, the president may transfer such person if deemed necessary.
- 2 The Employee on administrative leave shall hold the position occupied when he/she went on administrative leave or the position transferred during the administrative leave. However, this shall not apply to the position held as concurrent holding of another post.
- 3 The provisions of the preceding paragraph shall not preclude filling the subject position with another Employee.
- 4 Any necessary matters concerning salary during the period of administrative leave shall be in accordance with the provisions of Article 26 of the Salary Regulations.

Article 23 Procedures, etc. for administrative leave

- 1 In the event of placing an Employee on administrative leave, a statement describing the grounds therefor shall be delivered to the Employee before proceeding with such leave. However, this shall not apply to the cases

where a consent statement is submitted by the Employee.

- 2 In the event of placing an Employee on administrative leave pursuant to the provisions of item 1 of paragraph 1 of Article 21 or renewing the period of administrative leave under the same item and determining the period of such administrative leave, such action shall be carried out based on the results of a doctor's diagnosis. When deemed necessary, however, the President may order the Employee to have him/her diagnosed by an industrial physician or a doctor designated by the President.
- 3 In the event of placing an Employee on administrative leave pursuant to the provisions of item 3 of paragraph 1 of Article 21, the President shall permit such leave for a fixed period based on the request of the relevant labor union and the Employee. In this case, if such Employee ceases to be a member of the labor union, the permission shall be revoked as a matter of course.
- 4 Any Employee who intends to be designated by a public facility in item 5 of paragraph 1 of Article 21 shall submit an application in Attachment 1.
- 5 Any Employee who seeks approval under any of items 5 to 8 of paragraph 1 of Article 21 shall submit an application in the form of Attachment 2.

Article 24 Reinstatement

- 1 In the event the cause for administrative leave ceases to exist, the President shall have the subject Employee promptly reinstated unless the Employee is separated from employment or is placed on administrative leave due to another cause.
- 2 In the event the period of administrative leave expires, the valid period of the permission in paragraph 3 of the preceding article expires, or such permission is revoked, the Employee who has been placed on administrative leave shall be reinstated as a matter of course.
- 3 An Employee who falls under item 1 of paragraph 1 of Article 21 and is placed on administrative leave shall be reinstated based on the results of a doctor's diagnosis. Upon reinstatement, the Employee shall be diagnosed by an industrial physician or a doctor designated by the President.
- 4 In the event the President deems necessary with respect to the Employee reinstated pursuant to the provisions of the preceding paragraph, the President may take follow-up measures by applying mutatis mutandis the provisions of Articles 17 and 18 of the Regulations Concerning Employee Safety and Health Management at Tokyo University of Foreign Studies (Regulation No. 60 of 2004).

Chapter 7 Reemployment

Article 25 Reemployment

- 1 The selection criteria, treatment, etc. of the Employees to be rehired under Article 24, paragraph 2 of the Working Regulations shall be determined in a written agreement with a person who represents a majority of Employees.
- 2 The President shall employ such Employees in accordance with the written agreement in the preceding paragraph.

Article 26 In the event an Employee is to retire at the mandatory retirement age, the President shall check and confirm with the Employee as to whether he/she intends to retire at least six (6) months before the date on which he/she is to retire and then notify the Employee of whether or not he/she will be rehired.

Article 27 In the event of rehiring and in the event of extending the time limit of reemployment, the President shall

obtain consent of the subject Employee in advance.

Article 28 Deleted

Article 29 Deleted

Chapter 8 Addition of duties

Article 30 Addition of public name

If either of the following items is applicable, the President may or may not add a public name and its duties to an Employee:

- (1) In the event an Employee takes up or leaves any of the positions listed in Appended Table 3; or
- (2) Other cases deemed necessary by the President.

Article 31 Appointment and discharge of a clerical agent

- 1 The President may appoint any other Employee to serve as a clerical agent or discharge the Employee from such service in connection with the medical treatment for sickness or overseas travel of any of the Employees with the job types and special titles as set forth in Appended Table 2 (job types of the Secretary-General, Director, Division Chief, and Office Chief to whom the Clerical and Technical Service Base Salary Schedule is applicable).
- 2 The Employee appointed to serve as a clerical agent shall perform the duties of the subject position until discharged from the clerical agent.

Article 32 Appointment and discharge of a clerical agent in connection with medical treatment for sickness

The appointment and discharge of a clerical agent in connection with the medical treatment of sickness set forth in the preceding article shall be made in consideration of the degree of sickness and the period of medical treatment based on the medical certificate, etc. if any one of the following items is applicable:

- (1) In the event it is difficult to contact the person receiving medical treatment for sickness;
- (2) In the event the person receiving medical treatment for sickness is considered to be in a state of lacking the ability to judge in the course of duties;
- (3) In the event the period of medical treatment extends or is considered to extend to approximately one (1) month or more; or
- (4) In the event the President deems it particularly necessary to appoint a clerical agent.

Article 33 Appointment and discharge of a clerical agent in connection with overseas travel

The appointment and discharge of a clerical agent in connection with overseas travel set forth in Article 31 shall be made in consideration of the country of travel destination and the travelling period if any one of the following items is applicable:

- (1) In the event it is difficult to contact the person on travel abroad;
- (2) In the event the travelling period extends to thirty (30) days or more and it is foreseen that such travel will impede the work; or
- (3) In the event the President deems it particularly necessary to appoint a clerical agent.

Article 34 Appointment and discharge for clerical work handling

- 1 The President may appoint any other Employee to handle clerical work or discharge the Employee from such service in the event it is obvious that the performance of operations at the University will be delayed due to a vacant position in connection with retirement, etc. of any of the Employees with job types and special titles as set forth in Appended Table 3 (job types of the Secretary-General, Director, Division Chief, and Office Chief to whom the Clerical and Technical Base Salary Schedule is applicable).

- 2 The Employee appointed to handle clerical work shall deal with the duties of the subject position until discharged from such service.

Article 35 Appointment and discharge for handling of clerical work in connection with retirement, etc.

The appointment and discharge for handling of clerical work in connection with retirement, etc. specified in the preceding article shall be made if any one of the following items is applicable:

- (1) In the event of selecting a successor due to separation from employment, etc. and taking time for necessary procedures, etc.; or
- (2) In the event the President deems it particularly necessary to appoint a person who handles clerical work.

Chapter 9 Procedures for personnel reshuffle

Article 36 Delivery of notice

If any one of the following items is applicable, the President shall deliver a notice of personnel reshuffle (hereinafter, the "Notice") to the relevant Employees. In this case, such personnel reshuffle shall become effective upon issuance thereof, but no Employee shall be treated disadvantageously during the period before the relevant Employees become aware of such change:

- (1) In the event of employing, promoting, or transferring an Employee or renewing the period of employment of an Employee;
- (2) In the event an Employee hired for a fixed term of office becomes an Employee whose term of office is not fixed;
- (3) In the event of ordering concurrent holding of another post or terminating such holding;
- (4) In the event concurrent holding of another post is ended;
- (5) In the event of ordering addition of duties or discharging such addition;
- (6) In the event of reinstating an Employee or in the event an Employee is reinstated due to expiration of the period of administrative leave, expiration of the effective period of full-time union engagement, or revocation of the permission for full-time union engagement;
- (7) In the event of approving resignation of an Employee;
- (8) In the event an Employee retires (except for dismissal or resignation);
- (9) In the event an Employee retires at mandatory retirement age;
- (10) In the event of rehiring an Employee;
- (11) In the event of renewing the time limit for reemployment of an Employee;
- (12) In the event of bringing the time limit for reemployment of an Employee forward;
- (13) In the event a rehired Employee is transferred and becomes an Employee without a fixed time limit; or
- (14) In the event an Employee naturally retires upon arrival of the time limit for reemployment.

Article 37 In the event any one of the following items is applicable, the President shall deliver a Notice to the Employee in question before proceeding with the relevant action: In this case, such Notice shall become effective upon delivery thereof to the Employee.

- (1) In the event of demoting an Employee;
- (2) In the event of placing an Employee on administrative leave or renewing the period of such leave; or
- (3) In the event of dismissing an Employee.

(Cases where delivery of a Notice is not required)

Article 38 If any one of the following items is applicable, notwithstanding the provisions of the preceding two (2) articles, the delivery of a Notice may be replaced by the delivery of a document in lieu of the Notice or by any other appropriate method:

- (1) In the case of transfer of Employees between organizations as a result of establishment, change, abolishment, etc. of such organizations through revision or abolishment of the Regulations;
- (2) In the cases set forth in items 4, 5, 8, and 9 of Article 36 and is deemed appropriate not to deliver a Notice;
- (3) In any of the cases set forth in the respective items of the preceding article and is an emergency case for which the delivery of a Notice is not possible; or
- (4) In any of the cases set forth in the respective items of the preceding article and the whereabouts of the person to whom a Notice should be delivered are unknown. Note that in this case, the content of the Notice may be published in an official gazette as a method alternative to the delivery of the Notice, and the Notice shall be deemed to have been delivered when two (2) weeks have passed from the date of publication.

Article 39 Other matters

The form and description items of the Notice and other procedures for personnel reshuffle shall be specified in the Handling of Personnel Reshuffle, etc. at Tokyo University of Foreign Studies.

Appended Table 1: Job type and job title (related to Article 2, paragraph 2)

Job type	Office organization	Title	
Teacher	Vice President	Vice President	
	Professor	Professor	
	Associate professor	Associate professor	
	Lecturer	Lecturer	
	Junior Lecturer	Junior Lecturer	
	Assistant	Assistant	
Clerical Employee	Vice President	Vice President	
	Secretary-General	Secretary-General	
	Director Equivalent	Director	
	Division Chief Equivalent	Division Chief	Division Chief
		Office Chief	Office Chief
		Chief	Chief
	Assistant Division Chief Equivalent	Assistant Division Chief	Assistant Division Chief
		Assistant Office Chief	Assistant Office Chief
		Specialist	Specialist
		Library Specialist	Library Specialist
	Assistant Chief Equivalent	Specialized Employee	Specialized Employee
		Office Organization Assistant Chief	Office Organization Assistant Chief
		Library Assistant Chief	Library Assistant Chief
	Section Head Equivalent	Office Organization Section Head	Office Organization Section Head
		Library Section Head	Library Section Head
General Employee	General Employee	General Employee	
	Library Employee	Library Employee	
Technical Employee	Division Chief Equivalent	Division Chief	
	Assistant Division Chief	Assistant Division Chief	

	Equivalent	Specialist
	Assistant Chief Equivalent	Facility Assistant Chief
	Section Head Equivalent	Facility Section Head
	General Employee	Technical Employee
		Nurse
Skilled Employee		Automobile Driver

Appended Table 2 (related to Article 16, paragraph 1)

Title
Vice President
Adviser to the President (Special Adviser to the President)
Adviser to the President (Special Adviser to the President)
Dean, Institute of Global Studies
Dean, Institute of Japan Studies
Dean, Graduate School of Global Studies
Dean, School of Language and Culture Studies
Dean, School of International and Area Studies
Dean, School of Japan Studies
Director, Research Institute for Languages and Cultures of Asia and Africa
Director, Japanese Language Center for International Students
Director, Library
Director, Information Collaboration Center
Director, Health Care Center
Director, African Studies Center
Director, Information Resources Center
Vice Dean, Institute of Global Studies
Vice Dean, Institute of Japan Studies
Vice Dean, Graduate School of Global Studies
Vice Dean, School of Language and Culture Studies
Vice Dean, School of International and Area Studies
Vice Dean, School of Japan Studies
Vice Director, Research Institute for Languages and Cultures of Asia and Africa
Vice Secretary-General
Member, Management Council
Councilor, Council for Education and Research

Appended Table 3 (related to Article 30, item 1)

Title
Dean, Institute of Foreign Affairs
Dean, Institute of Language Research
Dean, Institute of Transcultural Studies
Dean, Institute of International Relations
Dean, Center for Multilingual Multicultural Education and Research
Director, World Language and Society Education Centre
Director, International Center for Japanese Studies
Director, Field Science Center
Director, Global Career Center

Attachment 1 (related to Article 23, paragraph 3)

(Application form)

Attachment 2 (related to Article 23, paragraph 4)

(Application form)