

○ National University Corporation Kobe University Regulations on the Employment, Demotion, Dismissal, etc. of Academic and Administrative Staff Members

(Established on April 1, 2004)

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Chapter 1 General Provisions

(Purpose)

Article 1 These Regulations prescribe matters concerning the employment, demotion, dismissal and the like of staff members working at the National University Corporation Kobe University (hereinafter referred to as "University") (including mariners (except for captains and chief engineers)) in addition to what is prescribed in the National University Corporation Kobe University Work Regulations for Staff Members (hereinafter referred to as "Work Regulations for Staff Members") and the National University Corporation Kobe University Work Regulations for Mariners (hereinafter referred to as "Work Regulations for Mariners").

(Staff Members to Whom These Regulations Apply)

Article 2 The job types, job titles and job descriptions of staff members as specified in Article 2, paragraph 1 of the Work Regulations for Staff Members are as specified in Appended Table 1, and those of mariners as specified in Article 2 of the Work Regulations for Mariners are as specified in Appended Table 2.

(Definitions)

Article 3 In these regulations, the definition of the following terms shall be provided by the said items.

- (1) Initial Employment: Place someone as a new university staff member.
- (2) Promotion: Upgrade a staff member to a higher position or a higher remuneration schedule.
- (3) Transfer: Change a staff member's position or job title. (excluding promotion and demotion as well as including changes under the provisions of Article 12-2)
- (4) Demotion: Demote a staff member to a lower position or a lower rank in the remuneration table or demote the staff member to a lower pay step of the same job rank.
- (5) Supplementary Assignment: Have a staff member hold a different position at the University while having him/her hold the position of the present post.
- (6) Stationing: Assign a university teacher or policy and research officer to any education and research organization.
- (7) Administrative Leave: Have a staff member not be engaged in duties while he/she keeps his/her staff member position (except in the case of childcare leave under the provisions of Articles 3 and 3-2 of the National University Corporation Kobe University Regulations on Childcare Leave, etc. of Staff Members (hereinafter

- referred to as "Childcare Leave Regulations") and nursing care leave under the provisions of Article 3 of the National University Corporation Kobe University Regulations on Nursing Care Leave, etc. of Staff Members).
- (8) Reinstatement: A staff member on Administrative Leave returning to his or her duties.
 - (9) Secondment: Have a staff member take a job at a National University Corporation or the like other than the University on the University's order while he/she belongs to the University.
 - (10) Separation from Service: A staff member's losing his/her status as a staff member.
 - (11) Retirement: A staff member's leaving the University except in the case of dismissal, resignation under instruction or disciplinary dismissal.
 - (12) Dismissal: Have a staff member resign against his or her will.
 - (13) Voluntary Resignation: A staff member's resignation of his/ her own will.

(Fixed-Term Labor Contract Staff Members)

- Article 4 The University, if necessary in the course of business, employs staff members using labor contracts with set periods (hereinafter referred to as "Fixed-Term Labor Contract").
- 2 The contract period for a Fixed-Term Labor Contract as prescribed in the preceding paragraph shall not exceed five years.
 - 3 Notwithstanding the provisions of the preceding paragraph, the limit of the term of a Fixed-Term Labor Contract as specified in paragraph 1 with a person for whom the University finds that Article 15-2, paragraph 1 of the Act on Vitalizing the Creation of Scientific Technology and Innovation (Act No. 63 of 2008; hereinafter referred to as the "Technology and Innovation Vitalization Act") applies to him/her shall be ten years.
 - 4 The term of a Fixed-Term Labor Contract as specified in the preceding two paragraphs shall include the term of a Fixed-Term Labor Contract entered into with the University in the past (excluding the terms specified in Article 18, paragraph 2 of the Labor Contracts Act (Act No. 128 of 2007) and Article 15-2, paragraph 2 of the Technology and Innovation Vitalization Act).
 - 5 The provisions of the preceding three paragraphs may not be applied if the University finds that there are peculiarities in duties or other unavoidable circumstances.
 - 6 Notwithstanding the provisions of the preceding four paragraphs, a term of office in a labor contract under the provisions of Article 5, paragraph 1 of the Act on Term of Office of University Teachers, etc. (Act No. 82 of 1997) shall be as specified in the National University Corporation Kobe University Regulations for Term Office of University Teachers (Established on April 1, 2004).

Chapter 2 Employment and Promotion

(Employment and Promotion of University Teachers)

- Article 5 Selection for employment or promotion of a university teacher shall be carried out by the President.
- 2 In selecting for the employment or promotion of a university teacher, the President shall hear the opinion of the academic region council or teacher personnel committee.
 - 3 The academic region council and the teacher personnel committee shall carry out a selection for employment or promotion of a university teacher and shall give their opinions to the President, according to the National University Corporation Kobe University Teacher Selection Criteria and the personnel policy presented by the President.
 - 4 Notwithstanding the provisions of the preceding 3 paragraphs, university teachers who work beyond the first March 31 after the day he or she reached 63 years old cannot be promoted.

(Employment and Promotion of Policy and Research Officers)

Article 5-2 The employment or promotion of a policy and research officer shall be carried out through a selection process, which shall be carried out by the President through discussion by the personnel committee of the Policy and Research Support Department.

(Employment and Promotion of Staff Members other than University Teachers and Policy and Research Officers)

Article 6 Of the administrative staff members and technicians specified in Appended Table (hereinafter referred to as "Administrative Staff"), an office worker or a technical assistant shall be selected from among persons who have passed a preliminary examination and a final examination of the Kinki District National University Corporations, etc. General Employment Examination or a competitive examination independently conducted by the University.

2 Notwithstanding the provisions of the preceding paragraph, the Employment of Administrative Staff to a position of which one of the following items applies shall be done through selection.

(1) Positions to be filled by people who actually are officially working in positions as national government employees, positions as local government employees, positions in national university corporations and independent administrative institutions, positions in the municipal treasury (refers to the municipal treasury prescribed in Article 1 of the Act on Budget and Settlement of Public Financial Corporations (Act No. 99 of 1951)) or any other equivalent positions.

(2) Positions where other competitive examinations are deemed inappropriate.

3 Positions other than that provided in the preceding 2 paragraphs may be employed through selection.

4 Promotion of staff members other than university teachers shall be conducted through selection and that selection will be conducted based on evaluations of the staff members' work performance and other abilities.

(Employment of School Personnel Substituting for Women Staff members at Attached Schools on Maternity Leave)

Article 7 When a woman teacher at an attached school is going to give birth, in accordance with the Act on Assurance of School Personnel Substituting for Women Teachers on Maternity Leave (Act No. 125 of 1955 (hereinafter referred to as "Maternity Leave Substitution Act")), the University may employ a staff member in order to assist with the said school's staff member's duties, with the contract period for the Fixed-Term Labor Contract being either the period from 8 weeks before the expected delivery date (14 weeks in the case of a multiple pregnancy) to 8 weeks after the birth, or the 16-week period from the day the said woman teacher starts her maternity leave (22 weeks in the case of a multiple pregnancy).

2 The provisions set forth in paragraph 3 of the preceding Article shall apply mutatis mutandis to the Employment set forth in the preceding paragraph.

3 If a staff member employed pursuant to the provisions of paragraph 1 works during the term of a Fixed-Term Labor Contract entered into with the University in the past (excluding the terms as prescribed in Article 18, paragraph 2 of the Labor Contracts Act and in Article 15-2, paragraph 2 of the Act on Vitalizing the Creation of Scientific Technology and Innovation, and Developing Innovation), the term of the Fixed-Term Labor Contracts with the staff member may not be over five years in total, including the term of the said Fixed-Term Labor Contract.

(Employment of Substitute Staff for Childcare Leave)

Article 8 To the employment of a substitute staff under the provisions of Articles 13 and 13-2 of the Childcare Leave Regulations, Article 10 of the National University Corporation Kobe University Rules on Staff Members' Leave

for Self-Development (established on March 18, 2008) and Article 11 of the National University Corporation Kobe University Regulations on Leave of Absence for Staff Members to Accompany Their Spouses (established on March 29, 2019), the provisions of Article 5, paragraph 1 apply mutatis mutandis for university teachers, those of Article 5-2 apply mutatis mutandis for policy and research officers, and those of Article 6, paragraph 3 apply mutatis mutandis for staff members other than university teachers and policy and research officers.

(Exception to the Probationary Period)

Article 9 When the University employs a person who currently and officially holds a position related to the duties after employment, such as positions at educational institutions, research institutions, and medical institutes, in addition to positions as government officials and local government employees, positions at national university corporations and independent administrative institutions, and positions at the municipal treasury or employs a staff member pursuant to a Fixed-Term Labor Contract, the person or staff member shall start to work without a probationary period.

Chapter 3 Documents for Employment

(Documents for Submission Before Employment)

Article 10 When employing staff members, the documents listed below must be submitted before they are employed:

- (1) Curriculum vitae;
- (2) Certificate of graduation (or completion);
- (3) Copies of certificates of licenses and other qualifications;
- (4) Any other documents deemed by the University to be necessary.

2 Notwithstanding the provisions of paragraph 1, persons in the employ of the national government, regional and local governments, and other related organizations who have become staff members shall be able to replace stipulated documents with documents listed in the same paragraph.

3 Persons who are found to have submitted documents containing false statements, misrepresent their career history, or fail to complete important items may have their Employments revoked.

(Documents for Submission after Employment)

Article 11 Staff members must promptly submit the following documents.

- (1) Tax withholding slip (only for persons with previous employment to whom Section 1 of said slip applies);
- (2) Declaration of deductions for dependents, etc. of the employee;
- (3) A copy of his/her pension handbook and, if applicable, a copy of his/her employment insurance certificate;
- (4) Any other documents deemed by the University to be necessary.

Chapter 4 Demotion, Transfer and Dismissal

(Demotion)

Article 12 A case where the University may demote a staff member pursuant to the provisions of Article 32, paragraph 1, item (1) of the Work Regulations for Staff Members or Article 50, paragraph 1, item (1) of the Work Regulations for Mariners shall be a case where his or her performance record is obviously poor based on the result of an efficiency rating or other fact found sufficient to judge his/her actual work performance.

2 A case where the University may demote a staff member pursuant to the provisions of Article 32, paragraph 1, item (2) of the Work Regulations for Staff Members or Article 50, paragraph 1, item (2) of the Work Regulations for Mariners shall be a case where the staff member has been diagnosed by two doctors designated by the

University with a disease requiring long-term medical treatment or long-term rest or with a mental or physical disorder which is difficult to recover from even with medical treatment or a rest and obviously has difficulty in performing his/her duties or is obviously unable to perform the duties, owing to the disease or disorder.

3 A case where the University may demote a staff member pursuant to the provisions of Article 32, paragraph 1, item (3) of the Work Regulations for Staff Members or Article 50, paragraph 1, item (3) of the Work Regulations for Mariners shall be a case where the staff member obviously lacks necessary aptitude for his/her position, based on a fact found sufficient to judge his/her aptitude.

4 A case where the University may demote a staff member (except for mariners; hereinafter the same applies in this paragraph) pursuant to the provisions of Article 32, paragraph 1, item (4) of the Work Regulations for Staff Members shall be a case where the staff member's request is found appropriate.

(Transfer of Director of Nursing Department)

Article 12-2 Of changes pertaining to the Director of Nursing Department and the Deputy Director of Nursing Department, the following cases shall result in a transfer:

- (1) when a nursing staff is ordered to accept reassignment to the Director or Deputy Director of Nursing Department through selection;
- (2) when the Director or Deputy Director of Nursing Department is ordered to accept reassignment to another nursing staff position following the expiration of his/her term of office.

(Demotion under System of Upper Age for Work as Supervisory and Managerial Posts, etc.)

Article 12-3 The staff classes, job types and job titles of supervisory and managerial posts and the like as prescribed in Article 32-2, paragraph 1 of the Work Regulations for Staff Members and Article 50-2, paragraph 1 of the Work Regulations for Mariners (hereinafter referred to as "Article 32-2, paragraph 1 of the Work Regulations for Staff Members and Other Clauses") (those posts, etc. are referred to as "Supervisory and Managerial Posts, etc." hereinafter) as well as job titles after demotion or the like as prescribed in Article 32-2, paragraph 1 of the Work Regulations for Staff Members and Other Clauses (hereinafter referred to as "Demotion, etc.") shall be as specified in Appended Table 3, provided that, if it is difficult to follow the said Table regarding a job title after Demotion, etc., the University may demote, etc. the staff member to a job title other than those specified in the Table.

2 Retirement age for a managerial post as prescribed in Article 32-2, paragraph 1 of the Work Regulations for Staff Members and Other Clauses (hereinafter referred to as "Managerial Post Retirement Age") shall be sixty full years of age.

(Restrictions on Employment for Supervisory and Managerial Posts, etc.)

Article 12-4 The University may not employ, promote, demote or transfer a person who has reached Managerial Post Retirement Age (except for university teachers) as or to a Supervisory and Managerial Post, etc. on or after the day following the first April 1 on and after he/she reaches Managerial Post Retirement Age (or the first April 1 on or after he/she reaches Managerial Post Retirement Age when he/she is deemed to hold a Supervisory and Managerial Post, etc. if the person does not hold a Supervisory and Managerial Post, etc.; hereinafter referred to as "Transfer Date").

2 The provisions of the preceding paragraph apply mutatis mutandis to supplementary assignment.

(Exception from Application of Managerial Post Retirement Age)

Article 12-5 The provisions of Article 32-2, paragraph 1 of the Work Regulations for Staff Members and Other Clauses and the preceding Article do not apply to a staff member who is employed for a definite term pursuant to these Regulations.

(Exceptions to Managerial Post Retirement Age)

Article 12-6 If the University finds that a staff member who holds a Supervisory and Managerial Post, etc. and should be demoted, etc. to a supervisory and managerial post or a position other than a Supervisory and Managerial Post, etc. pursuant to the provisions of Article 32-2, paragraph 1 of the Work Regulations for Staff Members and Other Clauses falls within either of the reasons referred to in the following items, the University may continue to have the staff member work within a period of not more than one year from the Transfer Date pertaining to the Supervisory and Managerial Post, etc. which he/she holds while he/she retains the post:

- (1) if it is found that the Demotion, etc. of the staff member to another position may cause a great hindrance to the University's business operations after taking into account special circumstances in the staff member's performance of his/her duties;
- (2) if it is found that the Demotion, etc. of the staff member to another position may cause a great hindrance to the University's business operations owing to the fact that it becomes difficult to fill the position of successor to the Supervisory and Managerial Post, etc. after taking into account the peculiarity of his/her duties.

2 Regarding a staff member who works while he/she retains a Supervisory and Managerial Post, etc. pursuant to the provisions of the preceding paragraph and whose working period (including a period extended pursuant to the provisions of this paragraph) has been extended, if it is found that there continues to be either of the reasons set forth in the items of the preceding paragraph, the University may further extend the extended period within a period not exceeding one year from the day following the last day of the extended period, provided that the last day of the period further extended may not be after three years from the Transfer Date.

3 Except where a staff member may work while he/she retains a Supervisory and Managerial Post, etc. pursuant to the provisions of paragraph 1, regarding a staff member who holds a Supervisory and Managerial Post, etc. included in the Specified Supervisory and Managerial Post Group (which means a group of several Supervisory and Managerial Posts, etc. whose descriptions are similar to each other and specified in Appended Table 4 as Supervisory and Managerial Posts, etc. in which there is a special structure by age and other circumstances which make it difficult to fill a vacancy therefor) and should be demoted to other position, if the University finds that there is a reason that the Demotion, etc. of the staff member to another position may cause a great hindrance to business operations owing to the fact that it becomes difficult to fill a vacancy for the Supervisory and Managerial Post, etc., included in the Specified Supervisory and Managerial Post Group, the University may continue to have the staff member work while he/she retains the Supervisory and Managerial Post etc., within a period not exceeding one year from the Transfer Date pertaining to the Supervisory and Managerial Post, etc. which the member holds or may demote, etc. the staff member to another Supervisory and Managerial Post, etc. of the Specified Supervisory and Managerial Post Group in which the Supervisory and Managerial Post, etc. is included.

4 Regarding a staff member who works while he/she retains a Supervisory and Managerial Post, etc. pursuant to the provisions of paragraph 1 or 2, if the University finds that there is a reason prescribed in the preceding paragraph (except in the case where an extended period in which he/she may work as a supervisory and managerial staff or the like may be further extended pursuant to the provisions of paragraph 2), or regarding a staff member who holds a Supervisory and Managerial Post, etc. and for whom a period in which the staff member works while he/she retains the Supervisory and Managerial Post, etc. is extended pursuant to the provisions of the preceding paragraph or this paragraph (including a period in which he/she works while he/she retains a Supervisory and

Managerial Post, etc. pursuant to the provisions of the preceding three paragraphs or this paragraph) has been extended, if the University finds that there continues to be a reason prescribed in the preceding paragraph, the University may further extend the extended employment period within a period not exceeding one year from the day following the last day of the extended period.

(Staff Members' Consent)

Article 12-7 If the University has a staff member work as a supervisory and managerial staff or the like pursuant to the provisions of paragraphs 1 through 4 of the preceding Article or demotes, etc. a staff member to another Supervisory and Managerial Post, etc. pursuant to the provisions of paragraph 3 of the said Article, the University shall obtain the staff member's consent in advance.

(Measures When the Reason Ceases to Exist)

Article 12-8 When the University has a staff member work while he/she retains a Supervisory and Managerial Post, etc., pursuant to the provisions of Article 12-6, if the reason that it has the staff member work as the supervisory and managerial staff or the like ceases to exist before the day previous to the last day of the period in which he/she works as the supervisory and managerial staff or the like, the University shall demote, etc. the staff member who holds a supervisory and managerial post to a post other than supervisory and managerial posts or shall demote, etc. the staff member who holds a post equivalent to supervisory and managerial posts to a post other than Supervisory and Managerial Posts, etc.

(Dismissal)

Article 13 A case where the University may dismiss a staff member pursuant to the provisions of Article 68, paragraph 1, item (1) of the Work Regulations for Staff Members or Article 83, paragraph 1, item (1) of the Work Regulations for Mariners shall be a case where his/her performance record is obviously poor based on the result of an efficiency rating or other fact found sufficient to judge his/her performance record.

2 A case where the University may dismiss a staff member pursuant to the provisions of Article 68, paragraph 1, item (2) of the Work Regulations for Staff Members or Article 83, paragraph 1, item (2) of the Work Regulations for Mariners shall be a case where the staff member has been diagnosed by two doctors designated by the University with a disease requiring long-term medical treatment or long-term rest or with a mental or physical disorder which is difficult to recover from even with medical treatment or a rest and obviously has difficulty in performing his/her duties or is obviously unable to perform the duties, owing to the disease or disorder.

3 A case where the University may dismiss a staff member pursuant to the provisions of Article 68, paragraph 1, item (3) of the Work Regulations for Staff Members or Article 83, paragraph 1, item (3) of the Work Regulations for Mariners shall be a case where the staff member obviously lacks aptitude required for university staffs based on a fact found sufficient to judge his/her aptitude.

4 The University shall decide which staff member the University dismisses pursuant to the provisions in Article 68, paragraph 1, item (4) of the Work Regulations for Staff Members or Article 83, paragraph 1, item (4) of the Work Regulations for Mariners, through a fair judgement based on performance records, the length of service and other facts.

Chapter 5 Cancellation and Termination of Supplementary Assignment

(Termination of Supplementary Assignment)

Article 14 The University may exempt a staff member from the supplementary assignment at any time.

- 2 When a reason requiring a supplementary assignment ceases to exist, the University shall promptly exempt the staff member from the supplementary assignment.
- 3 In a case which falls under any of the following items, the supplementary assignment shall naturally terminate.
 - (1) When the period of the supplementary assignment is fixed and that period expires;
 - (2) When the position of the supplementary assignment is discontinued;
 - (3) When a staff member is on secondment;
 - (4) When a staff member is separated from service;
 - (5) When a staff member is on Administrative Leave or is suspended from duty.

Chapter 6 Procedures for Issuance

(Issuing a Personnel Transfer Transmittal Sheet)

Article 15 The University, if personnel changes are made under any of the following items, must issue a personnel transfer transmittal sheet (hereinafter referred to as "Written Notice") to the staff member.

- (1) When the University employs, promotes, transfers, stations a staff member or renews a staff member's employment;
 - (2) When a staff member who was employed with a fixed term becomes a staff member without a fixed term;
 - (3) When the University gives a supplementary assignment or exempts a staff member from a supplementary assignment;
 - (4) When the name relating to the duties given to a staff member is changed, or is added or becomes naught;
 - (5) When a staff member is reinstated or when a staff member is reinstated through the expiration of the Administrative Leave period or the effective period for full time permission, or the cancellation of the full time permission;
 - (6) When a staff member is on secondment;
 - (7) When a staff member is approved of Voluntary Resignation;
 - (8) When a staff member retires (excluding cases of Dismissal or Voluntary Resignation).
- 2 The University, if personnel changes are made under any of the following items, must issue a Written Notice to the staff member to do so.
- (1) When a staff member is demoted;
 - (2) When a staff member is put on Administrative Leave, or when that term is renewed;
 - (3) When a staff member is given full time permission, or when that term is renewed;
 - (4) When a staff member is dismissed.

(Cases Where Written Notices are Not Required)

Article 16 For cases that falls under any of the following items, notwithstanding the provisions of the preceding Article, methods other than the issuance of documents in place of a Written Notice may substitute the issuance of a Written Notice.

- (1) In the case of the transfer or stationing of a staff member resulting from the establishment, change, discontinuance or the like of an organization owing to the revision or repeal of the Rules of the National University Corporation Kobe University or other rules;
- (2) In the case of the transfer of an administrative staff;
- (3) In the case of stationing of a university teacher without employment, promotion or demotion;
- (4) In the cases set forth in paragraph 1, items (4) and (8) of the preceding Article, when the University finds it appropriate not to deliver a Written Notice;

(5) In the cases set forth in the items of paragraph 2 of the preceding Article, in an emergency in which it is impossible to deliver a Written Notice.

(Exception to the Issuance of Written Notices)

Article 17 The issuance of a Written Notice in Article 15, paragraph 2, in the case where the location of the person to receive this is unknown, shall be effective from the day the Written Notice is considered to have arrived through reasonable methods of substituting the issuance of written notification.

(Other Provisions)

Article 18 In addition to matters provided for in these regulations, other necessary matters shall be prescribed in detailed regulations.

Supplementary Provisions

- 1 These Regulations come into force on April 1, 2004.
- 2 Persons on temporary employment on the effective date of this regulation pursuant to the Maternity Leave Substitution Act shall be considered to be fixed-term staff members employed as substitute staff under the regulations of Article 7 pursuant to these regulations.
- 3 Persons on temporary employment or fixed-term employment on the effective date of this regulation pursuant to Act on Childcare Leave, etc. of National Public Officers (Act No. 109 of 1991) are considered to be fixed-term staff members employed as substitute staff under the regulations of Article 8 pursuant to these regulations.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (March 25, 2024)

- 1 These Regulations come into force as of April 1, 2024.
- 2 In the application of Article 12-3, paragraph 2 in the period from April 1, 2024 to March 31, 2027, according to the period set forth in the left column of the following table, the term "sixty full years of age" in the said paragraph is deemed to be replaced with the years of age as set forth in the right column of the said table, as a rule, provided that this does not apply if there are special circumstances.

Period	Years of age
From April 1, 2024 to March 31, 2026	Sixty-two full years of age
From April 1, 2026 to March 31, 2027	Sixty-one full years of age (or the retirement age of a person who reaches the retirement age referred to in Article 66 of the Work Regulations for Staff Members or Article 81 of the Work Regulations for Mariners in the period indicated on the left column)

- 3 The provisions of the preceding paragraph do not apply to the Director of Nursing Department, Deputy Director of Nursing Department, Head Nurse and Deputy Head Nurse.

Appended Table 1 (Re: Art. 2)

Job type	Job title	Job description
University teacher	Professor	Teach students, guide students in their studies or be engaged in a study.
	Associate Professor	
	Lecturer	Be engaged in duties equivalent to those of Professor

		or Associate Professor.
	Assistant Professor	Teach students, guide students in their studies or be engaged in a study.
	Research Associate	Be engaged in business necessary for the smooth conduct of education and research in the organization at which he/she is stationed.
	Specially Appointed Professor	Be engaged in specified duties of those of Professor, Associate Professor, Lecturer, and Assistant Professor.
	Specially Appointed Associate Professor	
	Specially Appointed Lecturer	
	Specially Appointed Assistant Professor	
Attached School Teacher	Principal Head of Kindergarten	Manage school or kindergarten duties and supervise staff members belonging to the school or kindergarten.
	Vice-Principal Deputy Head of Kindergarten	Assist the Principal or Head of Kindergarten and manage school or kindergarten duties on his/her orders.
	Chief Teacher	Assist the Principal or Vice-Principal, organize part of the school duties on his/her orders, and manage education for pupils and children and other tasks.
	Guidance Teacher	Manage education for pupils and children as well as give necessary guidance and advice for the improvement and enhancement of educational guidance to teachers and other staff members.
	Teacher	Take charge of education for pupils, children and infants.
	School Nurse	Take charge of nursing for pupils, children and infants.
	Nutrition Teacher	Take charge of guidance and management on and of nutrition for pupils, children and infants.
Policy and Research Officer	Principal Policy and Research Officer (The name may be added as specified by the President as necessary.)	By conducting surveys, research, information analyses or other acts based on extremely high-level expertise and experience and the like, be engaged in the task of working out and formulating policies, assist the head of the department, and organize the business of the department.
	Chief Policy and Research Officer (The name may be added as specified by the President as necessary.)	By conducting surveys, research, information analyses or other acts based on especially high-level expertise and experience and the like, be engaged in the task of working out and formulating policies, and assist the head of the department.
	Senior Policy and Research Officer (The name may be added as specified by the President as necessary.)	Be engaged in policy and specialized business based on high-level expertise, experience and the like.
	Policy and Research Officer (The name may be added as specified by the President as necessary.)	Be engaged in policy and specialized business needed to support the smooth provision and conduct of education and research.
Administrative Staff Member	Director General	Administer the affairs of the Administrative Office as well as sum up and adjust the affairs of the Administration Department and the Administration Office, under the supervision of the President.
	Director	Conduct the affairs of the department or the

			Administration Department.
		Assistant Manager	Assist in the duties of the Director of the department or Director of the Administration Department and organize the affairs of the department or the Administration Department.
		Division Manager, Head of the administrative department, and Head of Office	Conduct the affairs of the Division, Administration Department, or Administration Office.
		Head of Office, Deputy Division Manager, Deputy Manager of the administrative department and Specialist	Assist his/her superior and conduct the affairs of the Division, Office or Administration Department.
		Section Heads	Conduct the affairs under his/her jurisdiction on the orders of his/her superior.
		Senior Officer	Conduct the affairs of the Section on the orders of his/her superior.
		Office worker	Be engaged in such affairs as those related to general affairs, accounting, educational affairs and the library, on the orders of his/her superior.
		Supervisory medical social worker	Transact the business under his/her jurisdiction on the orders of his/her superior.
		Senior medical social worker	Assist the supervisory medical social worker and perform the duties of the supervisory medical social worker when he/she is absent.
		Medical social worker	Help patients and their family members solve economic, psychological and social problems which they have and make adjustments for the solution and be engaged in business to promote their return to society, from the standpoint of social welfare.
		Medical treatment information manager	Be engaged in such business as checking of the method of keeping medical records, the state of keeping the records, the state of making summaries of leaving hospitals, and the state of lending out and returning medical records, and appropriate provision of medical treatment information to doctors and the like.
Technician	Facility Technician	Director	Conduct the affairs of the department.
		Division Manager	Conduct the affairs of the division.
		Deputy Division Manager	Assist the Division Manager and conduct the affairs of the division.
		Section Heads	Conduct the affairs under his/her jurisdiction on the orders of his/her superior.
		Senior Officer	Conduct the affairs of the Section on the orders of his/her superior.
		Technical Assistant	Be engaged in the tasks of building, designing and ordering facilities and equipment and of supervising construction work therefor in the Headquarters or the Administration Department, on the orders of his/her superior.
	Classroom Technician	Senior Technical Specialist	Have extremely high-level skills, carry out technological development and technical business for support for education and research and give technical guidance to students, based on those skills, as well as make plans for succession and preservation of

			techniques and training in techniques, and carry out liaison and coordination therefor.
		Technical Specialist	Have high-level specialized skills, carry out technological development and technical business for support for education and research and give technical guidance to students, based on those skills, as well as conduct research and study for succession and preservation of techniques and training in techniques.
		Technical Assistant	In the Faculty or a research facility established as an institute attached thereto, be engaged in such duties as assistance, studies, experiments, measurement, analyses, and inspections for practical education which is given under the guidance of a teacher.
		Clinical Psychological Technical Assistant	Be engaged in business to provide psychological assistance, such as psychological tests and psychological interviews, in the University Hospital of the School of Medicine.
Skilled Staff		Car Driver	Be engaged mainly in driving a car for official use with a driver's license for cars as specified in the Road Traffic Act.
		Cook	Be engaged in the meal provision business in the facility for providing meals with a license of cook as specified in the Licensed Cooks Act.
		Boiler Man	Be engaged in the boiler handling business with a license of boiler engineers as specified in the Safety Regulations on Boilers and Pressure Vessels.
		Educational Affairs Associate	In the Faculty or a research facility established as an institute attached thereto, be engaged mainly in such duties as preparation and organization of materials, specimens and the like for education and research as well as maintenance, management and the like of machinery for education and research, under the guidance of a teacher.
		Experiment Associate	Be engaged in duties to give assistance for research by professors and to prepare experiments and the like by students.
		Nurse's Aide	Be engaged mainly in auxiliary business for nursing.
Labor Staff		Laundry Keeper	Be engaged mainly in washing business of rental clothes, such as white coats.
		Meal Provider	Be engaged mainly in the task of cooking, servicing and the like to provide meals.
Medical Staff	Pharmacist	Deputy Director of Pharmacy Department	Assist the Director of Pharmacy Department and transact business relating to the Pharmacy Department.
		Head of Pharmacy Office	Transact the business under his/her jurisdiction on the orders of his/her superior.
		Pharmacist	Be engaged mainly in such business as prescription dispensing with a license of pharmacist as specified in the Pharmacists Act.
	Medical Radiographer	Chief Medical Radiographer	Transact the business under his/her jurisdiction on the orders of his/her superior.
		Deputy Chief Medical Radiographer	Assist the Chief Medical Radiographer and perform his/her duties when he/she is absent.
		Senior Medical Radiographer	Transact the business under his/her jurisdiction on the orders of his/her superior.
		Medical Radiographer	With a license of medical radiographer as specified in the Medical Radiographers Act, be engaged in the

		business specified in Article 2 of the said Act, such as applying radiation to human bodies, on the instructions of doctors and dentists.
Dietitian	Deputy Director	Assist in Director's duties and transact business under his/her jurisdiction.
	Senior Registered Dietitian	Transact the business under his/her jurisdiction on the orders of his/her superior.
	Registered Dietitian	Be engaged in nutrition guidance which requires high-level expertise and the like in the University Hospital of the School of Medicine with a license of registered dietitian as specified in the Dietitians Act.
	Dietitian	Be engaged in nutrition guidance and the like with a license of dietitian as specified in the Dietitians Act.
Clinical Laboratory Technician	Chief Clinical Laboratory Technician	Transact the business under his/her jurisdiction on the orders of his/her superior.
	Deputy Chief Clinical Laboratory Technician	Assist the Chief Clinical Laboratory Technician and perform his/her duties when he/she is absent.
	Senior Clinical Laboratory Technician	Transact the business under his/her jurisdiction on the orders of his/her superior.
	Clinical Laboratory Technician	Conduct microbiological, serological, hematological, pathological, parasitological and biochemical tests as well as physiological ones with a license of clinical laboratory technician as specified in the Act on Clinical Laboratory Technicians on the instructions of doctors or dentists.
Public Health Laboratory Technician	Senior Public Health Laboratory Technician	Transact the business under his/her jurisdiction on the orders of his/her superior.
	Public Health Laboratory Technician	Conduct microbiological, serological, hematological, pathological, parasitological and biochemical tests with a license of public health laboratory technician as specified in the Act on Clinical Laboratory Technicians and Public Health Laboratory Technicians before amendment by the Act Partially Amending the Act on Clinical Laboratory Technicians and Public Health Laboratory Technicians (Act No. 39 of 2005) on the instructions of doctors or dentists.
Physical Therapist Occupational Therapist	Chief Physical/Occupational Therapists	Transact the business under his/her jurisdiction on the orders of his/her superior.
	Deputy Chief Physical/Occupational Therapists	Assist the Chief Physical/Occupational Therapists and perform his/her duties when he/she is absent.
	Senior Physical/Occupational Therapists	Transact the business under his/her jurisdiction on the orders of his/her superior.
	Physical Therapist	Be engaged mainly in the physical therapy business with a license of physical therapist as specified in the Physical Therapists and Occupational Therapists Act on doctors' instructions.
	Occupational Therapist	Be engaged mainly in the occupational therapy business with a license of occupational therapist as specified in the Physical Therapists and Occupational Therapists Act on doctors' instructions.
Clinical Engineer	Chief Clinical Engineer	Transact the business under his/her jurisdiction on the orders of his/her superior.
	Deputy Chief Clinical Engineer	Assist the Chief Clinical Engineer and perform his/her duties when he/she is absent.

		Senior Clinical Engineer	Transact the business under his/her jurisdiction on the orders of his/her superior.
		Clinical Engineer	Be engaged in the business of operation as well as maintenance and inspection of life-support and control systems with a license of clinical engineer as specified in the Clinical Engineers Act on doctors' instructions.
	Dental Technician	Senior Dental Technician	Transact the business under his/her jurisdiction on the orders of his/her superior.
		Dental Technician	Be engaged in the dental technique business with a license of dental technician as specified in the Dental Technicians Act.
	Dental Hygienist	Dental Hygienist	Be engaged in such business as preventive treatment for diseases on teeth and in the mouth with a license of dental hygienist as specified in the Dental Hygienists Act on dentists' direct instructions.
	Orthoptist	Senior Orthoptist	Transact the business under his/her jurisdiction on the orders of his/her superior.
		Orthoptist	Be engaged in correction training for binocular visual function recovery as well as necessary examinations therefor and ophthalmological ones to persons with a binocular visual function defect with a license of orthoptist as specified in the Orthoptists Act on doctors' instructions.
	Speech Language Hearing Therapist	Speech Language Hearing Therapist	Be engaged in such business as training in language and other training as well as necessary tests therefor to aim to maintain and improve audio or speech function or hearing of persons with an audio or speech function defect or hearing loss with a license of speech language hearing therapist as specified in the Speech Language Hearing Therapists Act.
	Medical Technical Assistant	Medical Technical Assistant	Until he/she obtains a license relating to medical technology, be engaged in business relating to the medical technology pertaining to the license under the guidance and supervision of doctors.
	Nurse	Director of Nursing Department	Administer business relating to the Nursing Department and supervise staff members belonging thereto.
		Deputy Director of Nursing Department	Assist the Director of Nursing Department and transact business relating to the Nursing Department.
		Chief Nurse	Direct the staff members of the Nursing Department and transact business relating to nursing on the orders of his/her superior.
		Deputy Chief Nurse	Assist the Chief Nurse and perform his/her duties when he/she is absent.
		Nurse	Be engaged in such business as medical care or assistance for medical treatment to sick and wounded persons or puerpera with a license of nurse as specified in the Act on Public Health Nurses, Midwives and Nurses.
		Midwife	Be engaged in such business as midwifery or health guidance for pregnant women, puerpera or newborn babies with a license of midwife as specified in the Act on Public Health Nurses, Midwives and Nurses.
Practical Nurse		Be engaged in such business as medical care or assistance for medical treatment to sick and wounded persons or puerpera with a license of practical nurse as specified in the Act on Public Health Nurses,	

			Midwives and Nurses on the instructions of doctors, dentists or nurses.
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Beyond what is set forth in the table above, the University may add a new job type, job title or job description when it finds it especially necessary to do so.

Appended Table 2 (Re: Art. 2)

Job type		Job title	Job description
Mariners	Officer	Chief Officer	Assist his/her superior, direct deck department members, and be engaged in ship service business.
		Second Officer	
		Third Officer	
	Engineer	First Engineer	Assist his/her superior, direct engine department members, and be engaged in the task of managing engines and the like.
		Second Engineer	
		Third Engineer	
	Deck Department Member	Boatswain	Be engaged in the ship service business on orders.
		Able Seaman	
		Ordinary Seaman	
	Engine Department Member	Machinist	Be engaged in the task of managing engines and the like on orders.
		Oiler	
		Wiper	
Catering Department Member	Chief Cook	Be engaged in the task of providing food on ships.	
	Mess Man		

Appended Table 3 (Re: Art. 12-3)

Supervisory and Managerial Posts, etc.

Class	Job type		Job title	Job title after demotion, etc.
Supervisory and Managerial Staff	Attached School Teacher		Principal, Head of Kindergarten, Vice Principal and Deputy Head of Kindergarten	Teacher
	Administrative Staff Member		Director General, Director, Assistant Manager, Division Manager, Head of the administrative department, and Head of Office	Deputy Division Manager, Deputy Manager of the administrative department, and Specialist
	Technician	Facility Technician	Director and Division Manager	Deputy Division Manager
	Medical Staff	Nurse	Director of Nursing Department and Deputy Director of Nursing Department	Chief Nurse
Staff equivalent to Supervisory and Managerial Staff	Attached School Teacher		Chief Teacher	Teacher
	Administrative Staff Member		Deputy Division Manager, Deputy Manager of the administrative department, and Specialist	Section Heads
	Technician	Facility Technician	Deputy Division Manager	Section Heads
	Medical Staff	Pharmacist	Deputy Director of Pharmacy Department and Head of Pharmacy Office	Pharmacist
		Nurse	Chief Nurse and Deputy Chief Nurse	Nurse
	Mariners	Officer	Chief Officer	Able Seaman
Engineer		First Engineer	Oiler	

Appended Table 4 (Re: Art. 12-6)

Specified Supervisory and Managerial Post Group

Class	Job title
Attached School Teacher	Principal, Head of Kindergarten, Vice Principal and Deputy Head of Kindergarten