

Regulation concerning the Tenure-track System for Faculty Members of The Public  
University Corporation, The University of Aizu

(Regulation No.4 October 1, 2008)

(Regulation No.28 April 1, 2015)

(Regulation No.31 February 22, 2017)

(Regulation No.4 May 31,2021)

**Article One**

(Purpose)

1.1 This regulation provides for necessary matters pertaining to the tenure-track system, which will be introduced to ensure employment of faculty members with abilities and qualities appropriate for carrying out good education and research.

**Article Two**

(Definition)

2.1 The definition of terms referred to in this regulation hereafter, which are listed in the following items, are provided for in the relevant items.

(1) Tenure

Status of faculty members to whom the mandatory retirement system is applicable.

(2) Tenure-Track System

The system with which faculty members shall be qualified as those having tenure by way of relevant qualification examinations by the time of the expiration of the tenure-track period. (Faculty members who do not pass the qualification examinations shall resign from the University upon expiration of the tenure-track period.)

(3) Tenure-Track Faculty Member(s)

Faculty members employed by the University of Aizu, according to the tenure-track system.

(4) Tenure-Track Period(s)

The period between the commencement of employment of faculty members according to the tenure-track system and the time of their acquisition of tenure. (In case that a faculty member cannot acquire tenure, the period before expiration of the relevant term of employment)

**Article Three**

(Criteria, Etc. of Qualification Examinations Pertaining to Acquisition of  
Tenure)

3.1 Judgment concerning qualification for acquisition of tenure shall be conducted comprehensively, taking into consideration personal attributes, achievements regarding education, research, and contribution to university operation and local communities, etc. of relevant faculty members, based on the criteria, etc. for qualification examinations pertaining to acquisition of tenure, which shall be

provided for separately.

#### **Article Four**

(Faculty Members Employed According to the Tenure-track System)

**4.1** Faculty members employed as tenure-track faculty members at the University of Aizu shall be those provided for by Article 2, Paragraph 2 of the Office Regulations for Personnel of the Public University Corporation, the University of Aizu (regulation, No. 36, April 1, 2006) and employed on or after October 1, 2008. However, this provision shall not apply to faculty members employed according to the University Regulation Concerning the Term of Office of University of Aizu Faculty Members (Regulation No. 53, April 1, 2006).

**4.2** Notwithstanding the provisions provided for by Article 4, Paragraph 1 above, individuals who are to be employed at the University in the position of full professor, and have been specially recognized can be exempted from the tenure-track System.

#### **Article Five**

(Tenure-track Period)

**5.1** The tenure-track period shall be three years.

#### **Article Six**

(Agreement and Accountability)

**6.1** Upon employment of tenure-track faculty members, written agreements with those who are to be employed must be obtained.

**6.2** The Chairperson of the Board of Executives, before obtaining written agreements provided for in Paragraph 6.1 above, must give an explanation regarding items which should be understood by those to be employed as tenure-track faculty members.

#### **Article Seven**

(Submission of a Plan for Expected Achievements and Progress)

**7.1** Tenure-track faculty members must prepare a plan for expected achievements and progress for submission to the Chairperson of the Board of Executives, following approval by deans and directors provided for in Article 2, Paragraph 2 of the UNIVERSITY REGULATION CONCERNING THE INTERNAL ADMINISTRATIVE ORGANIZATION AND OTHER ASPECTS OF THE UNIVERSITY OF AIZU (Regulation No. 10, April 1, 2006) (hereinafter referred to as "DEANS and DIRECTORS").

#### **Article Eight**

(Applications for Qualification Examinations Pertaining to Acquisition of Tenure)

**8.1** Faculty members applying for qualification examinations pertaining to acquisition of tenure must prepare an application form for submission to the Chairperson of the Board of Executives by way of DEANS and DIRECTORS.

**8.2** Applications for qualification examinations must be submitted by nine months before the date of expiration of the relevant tenure-track period.

### **Article Nine**

(Establishment and Duties of Qualification Examination Committees)

**9.1** Upon examination of qualifications pertaining to acquisition of tenure, the Chairperson of the Board of Executives shall propose formation of a qualification examination committee per faculty member to be examined (hereinafter referred to as "COMMITTEE(S)") to the Deans and Directors Council for establishment of the relevant COMMITTEE.

**9.2** COMMITTEES shall examine relevant tenure-track faculty members, in terms of personal attributes, achievements regarding education, research, and contribution to university operation and local communities, etc. and refer the examination results to the Deans and Directors Council for deliberation.

### **Article Ten**

(Organization of COMMITTEES)

**10.1** COMMITTEES shall be organized primarily of 5 members of the relevant Committee for Selection of Tenure-track Faculty Members for each faculty member applying for qualification examinations.

**10.2** The position of the Chair of meetings shall be established within the COMMITTEE, and this position shall be filled by way of mutual voting among members of the COMMITTEE.

**10.3** The Chair shall preside over meetings of the COMMITTEE and shall oversee the affairs of the COMMITTEE.

### **Article Eleven**

(Judgment regarding Qualification for Acquisition of Tenure)

**11.1** Judgment regarding qualification for acquisition of tenure shall be made by the Chairperson of the Board of Executives, following a vote by the Deans and Directors Council.

**11.2** The decision by the Deans and Directors Council provided for in Paragraph 11.1 above shall require approval of at least three-fifths of the members in attendance.

**11.3** Judgment regarding qualification for acquisition of tenure shall be completed by six months before the date of expiration of tenure-track period for a faculty member, and the relevant faculty member shall be notified of the results promptly.

### **Article Twelve**

(Re-establishment of a Tenure-track Period)

**12.1** Following expiration of the tenure-track period provided for in Article Five herein, another tenure-track period, not exceeding a period of three years, may be

established, if doing so is recognized as necessary upon judgment concerning qualification for acquisition of tenure.

**12.2** Re-establishment of the tenure-track period provided for in the preceding paragraph shall be limited to once.

**12.3** In the event a tenure-track faculty member is hired for a higher position through the open recruitment system, said faculty member's tenure track period shall, regardless of how much time has expired previously, be reset to the period set forth in Article 5

**12.4** Matters provided for in articles from seven to eleven herein shall apply correspondingly to the case of re-establishment of a tenure-track period provided for in Paragraph 12.1 and 12.3 above.

### **Article Thirteen**

(Miscellaneous Provisions)

**13.1** Necessary matters regarding the tenure-track system for faculty members at the University of Aizu, other than those provided for in this regulation, shall be provided for separately.

### **ADDITIONAL PROVISIONS**

This regulation of the Public University Corporation shall be enforced as of October 1, 2008.

### **ADDITIONAL PROVISIONS**

This regulation shall be enforced as of April 1, 2015.

### **ADDITIONAL PROVISIONS**

This regulation shall be enforced as of April 1, 2017.

### **ADDITIONAL PROVISIONS**

This regulation shall be enforced as of October 1, 2021.

## Criteria, Etc. Regarding Qualification Examinations Pertaining to Acquisition of Tenure

With regard to criteria, etc. of qualification examinations pertaining to acquisition of tenure, provided for in Article Three of the REGULATION CONCERNING THE TENURE-TRACK SYSTEM FOR FACULTY MEMBERS OF THE PUBLIC UNIVERSITY CORPORATION, THE UNIVERSITY OF AIZU, the matters described below shall be provided for.

1. Items for qualification examinations

Personal attributes, achievements regarding education, research, and contribution to university operation and local communities shall be included as items for examinations.

2. Points of view for qualification examinations

Examinations shall be conducted regarding whether applicants have specialized abilities concerning education, research, and contribution to university operation and local communities. Major points of view for examinations are as listed below.

Points of view for examinations
<ol style="list-style-type: none"><li>1. Clarity, consistency with goals<ul style="list-style-type: none"><li>• Whether clear goals and objectives have been established</li><li>• Whether questions which are fundamental for research have been stated clearly</li><li>• Whether impartial evaluations have been conducted based on the goals</li></ul></li><li>2. To what extent applicants are versed in existing knowledge<ul style="list-style-type: none"><li>• Whether this is sufficient</li></ul></li><li>3. Appropriate use of methods and resources<ul style="list-style-type: none"><li>• Whether theories and methods have been carefully structured</li></ul></li><li>4. Effective communication<ul style="list-style-type: none"><li>• Whether applicants have skills in effective oral presentation regarding their academic papers</li><li>• Whether applicants can convey knowledge in terms which are easy for people in general to understand at locations other than classrooms and/or workshops, etc.</li></ul></li><li>5. Significance of results<ul style="list-style-type: none"><li>• Whether goals have been achieved</li><li>• Whether results have impacted others</li><li>• Whether results have been evaluated based on reliable multiple information sources, including colleagues, etc.</li></ul></li></ol>

3. Criteria of qualification examinations

Assessment shall be conducted by ranking applicants with a grade of A, B or C for each item regarding education, research, and contribution to university operation and local communities, in addition to taking into consideration personal attributes, etc. for comprehensive evaluation.

Date: year \_\_\_\_\_ month

day \_\_\_\_\_

To The Chairperson of the Board of Executives  
of the Public University Corporation, University of Aizu

	Name/Job	title
seal		

I, hereby submit a plan for expected achievements and progress during my tenure-track period as described below.

1. Tenure-track period

From:

year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_

To:

year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ (3 years)

2. Plan for expected achievements and progress (※ Please describe on overview of your plans including goals and objectives during your tenure-track period, and describe how and what you would like to achieve pertaining to knowledge in education, research, and contribution to university operation and local communities.)

Date: year\_\_\_\_\_ month  
day\_\_\_\_\_

To The Chairperson of the Board of Executives  
of the Public University Corporation, University of Aizu

seal Name/Job title

Application Form for Qualification Examinations Pertaining to Acquisition of Tenure

I, hereby apply for qualification examinations pertaining to acquisition of tenure, attaching the documents listed below.

1. Tenure-track period

From:

year \_\_\_\_\_ month\_\_\_\_\_ day\_\_\_\_\_

To:

year \_\_\_\_\_ month\_\_\_\_\_ day\_\_\_\_\_ (3 years)

2. Attached documents

- (1) Achievement record (※ Please describe achievements you have achieved during the tenure-track period, taking into account your plan for expected achievements and progress.)
- (2) Other documents verifying the achievements (※ Please attach them, if necessary.)
- (3) A copy of the plan for expected achievements and progress