

\* 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.

## **Working Regulations for Part-Time Lecturers of Tokyo University of Foreign Studies**

( April 1, 2004  
Regulation No. 70 )

Amended    March 3, 2008 Regulation No. 17    March 31, 2009 Regulation No. 33  
                  March 27, 2012 Regulation No. 44    March 26, 2013 Regulation No. 22  
                  March 27, 2015 Regulation No. 85    March 25, 2019 Regulation No. 72  
                  March 26, 2021 Regulation No. 16

### **Article 1 Purpose**

These Regulations provide for the necessary matters relating to the part-time lecturer and part-time physician (hereinafter referred to as “Part-time Lecturer, etc.”) commissioned as required in terms of education and research by the Tokyo University of Foreign Studies under the provisions of Article 4 of the Tokyo University of Foreign Studies Employee Working Regulations (Regulation No. 52, April 1, 2004.).

### **Article 2 Definition**

Under these Regulations, the term “part-time lecturer” means a teacher that is part-time who is necessary for education and research at the School of Language and Culture Studies, School of International and Area Studies, School of Japan Studies, Graduate School of Global Studies, Japanese Language Center for International Students, and the Research Institute for Languages and Cultures of Asia and Africa. The term “part-time physician” means a doctor that is part-time who has a medical license to engage in health guidance for students, teachers and employees at the Health Care Center.

### **Article 3 Selection Criteria**

The selection criteria for Part-time Lecturer, etc. shall be determined separately by the respective faculty meeting of the School of Language and Culture Studies, School of International and Area Studies, School of Japan Studies, Graduate School of Global Studies, and the Research Institute for Languages and Cultures of Asia and Africa, the Global Liberal Arts Program Management Office Committee, the education committee for the preparatory educational program of the Japanese Language Center for International Students, or the steering committee of the Health Care Center (hereinafter referred to as “Faculty Meetings, etc.”).

### **Article 4 Age Restriction, etc.**

The person who is to become a Part-time Lecturer, etc. must not exceed the age of sixty-five (65) on the last day of the given academic year. However, when there are special circumstances, the President may grant an exceptional measure after consultation with Faculty Meetings, etc. of the schools.

### **Article 5 Restriction on Work Engagement**

The Part-time Lecturer, etc. may not work more than 12 hours per week and 360 hours per year. One 90-minutes class making up one period is to be calculated as two hours for this case.

Article 6 Payment of Salary

- 1 The amount of remuneration to be paid to a part-time lecturer shall be determined by the President for each hour of the following year by the end of each year, taking into consideration the number of years of experience the commissioned person has. The number of working hours per period shall be calculated in the same manner as in the second sentence of the preceding Article.
- 2 The amount calculated by multiplying the number of working hours during the commissioned period by the amount of payment per hour shall be divided into payment installments for five (5) months if the commissioned period exceeds May up to June and for ten (10) months if the commissioned period exceeds November up to one year.
- 3 In the event that conditions in the preceding paragraph cannot be met due to a concentration of lectures, etc., payment may be provided based on the amount of payment per hour multiplied by the number of hours worked.
- 4 For payment in accordance with Paragraph 2, the amount of payment may be adjusted in the final month in consideration of the actual performance of employment, etc. up to the previous month of the final month in the period of service.

Article 7-1 Transport Allowance for Teaching Classes

- 1 The transport allowance for teaching classes shall be paid in addition to the remuneration in the preceding article to the Part-time Lecturer, etc. who teaches classes for which the distance from their residence to the University is two kilometers or more one way on foot and who uses transportation facilities and mode of transportation such as an automobile (hereinafter referred to as “Transportation Facilities, etc.”).
- 2 The amount set forth in the following table shall be provided as transport allowance for teaching classes per one day a week of teaching a class in accordance with the distance of Transportation Facilities, etc. used and the number of classes taught in one semester.

Distance Traveled with Transportation Facilities, etc.	Amount to be Paid in Accordance with the Number of Classes			
	1-3 classes	4-6 classes	7-9 classes	10 classes or more
Less than 10 km	2,500 yen	5,000 yen	7,500 yen	10,000 yen
10 km or more Less than 30 km	5,700 yen	11,400 yen	17,100 yen	22,800 yen
30 km or more Less than 60 km	10,300 yen	20,600 yen	30,900 yen	41,200 yen
60 km or more Less than 100 km	13,700 yen	27,400 yen	41,100 yen	54,800 yen

- 3 In the event that the distance traveled with Transportation Facilities, etc. is 100 km or more, or in the event that conditions in the preceding paragraph cannot be met due to a concentration of lectures, etc., transportation expenses, daily allowance and lodging expenses may be paid as the transport allowance for teaching classes after adjusting the amount set forth in the Tokyo University of Foreign Studies Travel Policy (Regulation No. 128 of 2004). In this case, the amount to be paid for daily allowance and lodging expenses shall be the amount set forth in the following table:

Item	Payment Amount
Daily Allowance	1,000 yen
Lodging Expenses	10,000 yen

Article 7-2 Remote Classroom

- 1 The Part-time Lecturer, etc. may conduct online classes or health guidance (hereinafter referred to as “Online Classes, etc.”) from a remote location without going to the University to teach classes if the President specifically approves.
- 2 In the case where Online Classes, etc. are conducted from a remote location without going to the University to teach classes, the amount set forth in the following table shall be provided per one day a week of conducting class in accordance with the number of classes conducted in one semester. However, if a person is in charge of more than one class subject on a day when classes are held, all classes held on a day shall be deemed to be one.

Number of Classes Held	Payment Amount
1-3 classes	2,500 yen
4-6 classes	5,000 yen
7-9 classes	7,500 yen
10 classes or more	10,000 yen

- 3 When a Part-time Lecturer, etc. who conducts Online Classes, etc. goes to the University for the purpose of conducting classes, the difference between the amount specified in accordance with the provisions in Paragraph 2 of the preceding article and the amount specified in accordance with the provisions in the preceding paragraph shall be paid in accordance with the number of classes held during one semester. Payment of the difference shall be made in the last month of the commissioned period in such semester.
- 4 Expenses of preparing communication equipment and communication environment as well as expenses for utilities, communication, printing, and other expenses incurred in conducting Online Classes, etc. shall in principle be borne by the Part-time Lecturer, etc.

#### Article 8 Payment Date

- 1 Payment of salary in Article 6 and transport allowance for teaching classes in the preceding article shall be provided on the 17th day of the month. However, if the 17th falls on a Sunday, then payment will be made on the 15th; if the 17th falls on a Saturday, then the 16th; or if the 17th falls on a Monday that is a holiday, then the 18th.
- 2 In case of payment pursuant to Article 6, Paragraph 2, the payment period shall be, in principle, for ten (10) months from May to September and November to March, and payment shall be made in accordance with the preceding paragraph.
- 3 In case of payment in accordance with Article 6, Paragraph 3, payment shall be made according to Paragraph 1 in the month following that in which work was performed.
- 4 In the event that conditions in the items of this Article cannot be met, the payment date may be determined separately.

#### Article 9 Commissioned Period

The commissioned period shall be within the given year. The period may also be renewed as necessary.

#### Article 10 Cancellation of Commission

- 1 In the event that any of the following events occurs to any commissioned Part-time Lecturer, etc., the President may cancel the commission after consultation with Faculty Meetings, etc.
  - (1) In the event work performance is extremely poor.
  - (2) When performing services becomes difficult due to mental or physical disorder or for any other reason.
  - (3) When qualifications to perform duties is lacking for reasons other than those provided in the preceding two items.
  - (4) In the event that there is an act that may damage the reputation of the University or an act that is inappropriate from an educational standpoint.
  - (5) In the event no students are enrolled in the course in charge.
  - (6) When it becomes necessary to reduce the number of employees due to reorganization, integration or downsizing of the organization which is inevitable for management or business operations.
  - (7) In the event such cancellation is requested by the Part-time Lecturer, etc. for an unavoidable reason.
  - (8) Other cases where there are unavoidable circumstances similar to the items above.
- 2 In the event of cancellation of commission in accordance with Items 1 through 4, 6 and 8 of the preceding paragraph, a 30 day prior notice or payment of one month's worth of remuneration shall be provided.

#### Article 11 Annual Paid Leave

Annual paid leave shall be granted in accordance with the provisions of Article 39 of the Labor Standards Act.

#### Article 12 Social Insurance

The Part-time Lecturer, etc. may receive insurance benefits, etc. under the Workers' Compensation Insurance Act (Act No. 50 of 1947).

#### Article 13 Miscellaneous Provisions

Any necessary matters relating to the implementation of these Regulations shall be determined by the President separately.