

* 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 Senior Language Lecturers at Tokyo University of Foreign Studies

(March 23, 2010
Regulation No. 18)

Amended March 24, 2015: Regulation No. 23

Article 1 Purposes

These Regulations provide necessary matters relating to Senior Language Lecturers who work for the Tokyo University of Foreign Studies under the provisions of Article 3, paragraph 1, item 2 of the Working Regulations for Specified Fixed-Term Employees of Tokyo University of Foreign Studies (Regulation No. 26 of 2008; hereinafter referred to as the “Working Regulations.”).

Article 2 Definition

The term “Senior Language Lecturer” means a person among teachers whose mother tongue is a specialized language who mainly provides advanced language education, specialized education, support for such education to students and engages in research.

Article 3 Recruitment

- 1 Senior Language Lecturers shall be hired in April or October in principle.
- 2 Candidates for Senior Language Lecturers shall be selected by the President.
- 3 In the selection process, the President may consult with the Institute of Global Studies Faculty Council and the Management Board of the World Language and Society Education Centre.
- 4 The conditions of employment such as salary and contract period shall be decided by the President with reference to the opinions of the schools.

Article 4 Determination of salary

- 1 The base salary shall be decided by the President after deliberation at the Board of Executive Directors' meetings. It shall be based on Appended Table 1 (Pay grade rating table for Senior Language Lecturers) and in accordance with the amounts provided in Appended Table 1-2 (Base salary schedule for Senior Language Lecturers) of the Working Regulations as well as the content of services and other circumstances of such person. However, when deemed necessary by the President in particular, a base salary in excess of the pay grade stipulated in said base salary schedule, up to a maximum of 600,000 yen per month, may be paid.
- 2 The conversion of years of experience shall be as specified in Appended Table 2 (Years of experience conversion table).

Article 5 Invitation and employment agreement

- 1 When the President determines a person who lives abroad to be a candidate for Senior Language Lecturer, he/she will send an invitation letter detailing the conditions of employment such as contents of work, term of office, salary, etc.
- 2 The President shall enter into an employment agreement specifying the terms and conditions of employment,

etc. with a candidate for Senior Language Lecturer.

- 3 The employment agreement shall be executed in duplicate, with both parties retaining one (1) copy each.

Article 6 Travel expenses for transfer and return

- 1 When a Senior Language Lecturer residing abroad has been transferred to the University, the University shall provide him/her with the travel expenses required for his/her transfer to the University and the relocation fee for each area category as set forth in Appended Table 3.
- 2 When any of the Senior Language Lecturers who have been transferred from overseas is accompanied by dependents within the third degree of kinship, a dependent transfer fee of 50,000 yen shall be paid for such persons regardless of the number of such persons.
- 3 When a Senior Language Lecturer who has been transferred from abroad returns home after the completion of his/her term of office, he/she shall be provided with travel expenses for his/her return home.

Article 7 Room rental

- 1 In principle, the University shall lease housing owned or rented by the University to the Senior Language Lecturer.
- 2 The Senior Language Lecturer who has been leased the room in the preceding paragraph (hereinafter referred to as the "Lessor") must pay the University the usage charge to be set forth separately as the room charge.
- 3 The Lessor shall use the leased room with care of a good manager.
- 4 If the Lessor loses his/her status as an employee of the University due to the completion of the term of office, resignation, etc., the Lessor must promptly restore and vacate the room.

Article 8 Other Matters

In addition to what is provided for in these Regulations, necessary matters shall be decided by the President through discussions with the Institute of Global Studies Faculty Council and the Management Board of the World Language and Society Education Centre.

Appended Table 1 Pay grade rating table for Senior Language Lecturers (Related to Article 4, paragraph 1)

Pay step	Years of experience after graduating university	Years of experience after graduating junior college
1	0 year or more and less than 4 years	0 year or more and less than 7 years
2	4 years or more and less than 12 years	7 years or more and less than 15 years
3	12 years or more and less than 17 years	15 years or more and less than 20 years
4	17 years or more	20 years or more

(Note) With respect to those who have academic background other than the foregoing, such academic background shall be adjusted favorably to such Senior Language Lecturer based on Appended Table 5 (Years of school attendance reconciliation table) of the Detailed Regulations Regarding the Standards and Operations for Starting Salary, Promotion, Salary Increase, etc.

Appended Table 2 Years of experience conversion table (Related to Article 4, paragraph 2)

		Conversion rate
Length of service as the employee of foreign government and other public institutions or educational and research institutions	Length of service as educational and research staff	100/100
	Other period	80/100
Period of attendance at a school or any educational institution similar to a school (only period within the limits of regular years of education)		100/100
Length of service as the employee of any private company		80/100
Period of military service, period served as priest or nun		80/100
Other period	Period during which any Foreign Researcher is engaged in the job relating to education, research, etc., and such experience is deemed directly useful	100/100
	Other period	50/100

Appended Table 3

(Related to Article 6)

Area category	Amount (yen)
East Asia, Southeast Asia	90,000
Middle East, Oceania	120,000
Europe, North America	150,000
Africa, South America	170,000