

Research Fellow Management Guidelines

Established May 13, 2012

Article 1 (Purpose) These guidelines set forth detailed matters regarding the management of Research Fellows.

Article 2 (Definition and Qualifications) A “Research Fellow” shall refer to a person holding a doctorate degree and capable of conducting independent research who is hired by the University to engage in professional research. A Research Fellow may be appointed as a non-tenure track faculty member or a contract researcher only.

Article 3 (Length of Appointment) A Research Fellow shall be appointed for three years, and the appointment may be renewed through a due appointment process. If a project undertaken by a Research Fellow is not completed by the expiration of his/her appointment, however, the appointment may be extended conditionally until the completion of the project.

Article 4 (Appointment Procedure) Contract researchers shall be appointed by the President of the University after deliberations by departmental personnel committees and qualification reviews by the Research & Industry Relations Committee. Non-tenure track faculty members shall be appointed by the President of the University after deliberations by departmental personnel committees, qualification reviews by the Research & Industry Relations Committee, and deliberations by the Faculty Personnel Committee. If the meeting of the Research & Industry Relations Committee is delayed for unavoidable reasons, however, the appointment process may proceed pending the review of qualifications for the post of Research Fellow.

Article 5 (Appointment Start Date) An appointment as a Research Fellow shall commence either in April or October. The appointment start date may be adjusted, however, in keeping with the schedule of a government project.

Article 6 (Compensation) A Research Fellow’s remuneration shall be determined in accordance with the criteria provided by the governmental sponsoring agency. Remuneration may be adjusted on a yearly basis if necessary.

Article 7 (Funding Sources) ① Salary and other expenses for a Research Fellow shall be supported by the faculty member in charge of the research (i.e. the person in charge of utilization) and the Research Fellow’s research project.

② In the event funding for salary and other expenses runs out during a Research Fellow’s appointment period, the faculty member in charge of the research (i.e. the person in charge of utilization) and his/her department shall jointly bear the expenses.

Article 8 (Required Documents) The following documents shall be required for appointment of a Research Fellow, and must be submitted to the relevant department in charge.

1. One copy of Request for New Appointment/Reappointment of Research Fellow
2. One copy of Employment Contract

3. One copy of minutes of the departmental personnel committee meeting
4. Plan for salary funding sources
5. One copy of curriculum vitae (with a photo attached)
6. One copy of certificate proving the highest academic degree earned

Article 9 (Department in charge) Matters related to Research Fellow qualification reviews and the general operation of the system shall be overseen by the Research & Industry Relations Committee. Personnel-related matters such as appointment and termination of employment shall be managed by a relevant personnel department (i.e. Human Resources for researchers and Faculty Affairs for non-tenure-track faculty).

Article 10 (*Mutatis Mutandis* Application) With regards to a Research Fellow's appointment, termination of employment and compensation, various rules and regulations of the University shall apply *mutatis mutandis* to matters other than those provided for in these guidelines.

Addendum

These guidelines shall be established and take effect on May 13, 2012.