

Notice of Employment

The working conditions of full-time faculty members at Chuo University are as follows:

0. Employer:

Chief Executive Director, Chair of the Board, Chuo University

1. Employment Type and Status Upon Appointment

- Full-time University faculty (Assistant Professor, Associate Professor, Professor)
- Notification will be given upon appointment

2. Contract Duration

- Trial Period: None
- Fixed-Term Contract: None (Tenure position)
- Retirement Age: Stipulated separately

3. Workplace (Work Location)

- In principle: Myogadani Campus (Bunkyo Ward, Otsuka 1-4-1)
- In principle, classes are held at Myogadani Campus. It may be necessary to conduct some work at other campuses.
- A research office will be provided at Korakuen Campus or Myogadani. The schedule for office use (move-in/move-out) will be communicated at the time of hiring or resignation.

4. Duties

In addition to research activities, faculty members are expected to engage in the following tasks (education and administrative duties):

- Conduct lectures in accordance with the curriculum stipulated by the University regulations and the Faculty Council or Graduate School Committee.
- Evaluate students' academic performance and provide students with educational guidance.
- Participate in entrance exams and graduation-related duties.
- Attend faculty councils and committees, and take on responsibilities based on their decisions.
- Faculty members may also be assigned introductory courses, courses in other faculties (including distance education), committee work, entrance examination duties (question setting, grading, supervising), academic counseling, trial lectures, guidance sessions, and other administrative tasks as per the Chuo University Full-time Faculty Member Regulations.

5. Compliance

- Respect the dignity of all University members (students, faculty, staff) and refrain from infringing on the rights of others.
- Preserve the educational and research environment of the University.
- Avoid engaging in outside employment or personal business that interferes with faculty duties.
- Do not damage the University's reputation or credibility.
- Maintain the confidentiality of all information obtained in the course of work duties.
- Comply with all Chuo University Full-time Faculty Member Regulations.

6. Working Days, Hours, Holidays, and Leave

- Working Days: As per the academic calendar.
- Teaching Hours: A standard lecture period is 100 minutes.
- Teaching responsibilities, including graduate school courses and courses in other faculties, are as follows:

- Professor: 6 periods/week
- Associate Professor: 6 periods/week
- Assistant Professor A: 5 periods/week
- Class Timetable*:
 - 1st period: 9:00–10:40
 - 2nd period: 10:50–12:30
 - Lunch break: 12:30–13:20
 - 3rd period: 13:20–15:00
 - 4th period: 15:10–16:50
 - 5th period: 17:00–18:40
 - 6th period: 18:50–20:30
 - (*Except for the Law School)
- Holidays: As per the academic calendar and faculty regulations.
- Leave: Includes maternity leave, childcare leave, caregiving leave, menstrual leave, special leave for family events, organ donor leave, and child nursing leave.
- Classes may be held on public holidays.

7. Salary

- Base Salary: Individually notified by mid-March after internal procedures (Appointment Review Committee).
- The salary is calculated based on the criteria for converting prior work experience for new full-time faculty members.
- Previous salary is not guaranteed.
- Salary Model (Reference):
 - Professor (50 years old): ¥675,100
 - Associate Professor (40 years old): ¥514,400
 - Assistant Professor A (35 years old): ¥431,700
- Allowances: Based on Chuo University Faculty Member Wage Rules, Article 10, Section 2, and related internal rules.
- Payment is transferred on the 15th of each month.
- Regular Salary Increases: Yes.
- Bonuses: Yes.

8. Retirement

- Retirement Age: 70 years old. Retirement occurs at the end of the academic year in which the faculty member turns 70.
- Severance Pay: Provided.
- Other: Governed by Articles 24, 27, and 45 of the Chuo University Full-time Faculty Member Regulations.

9. Social Insurance

- Enrollment in:
 - The following benefits are available to employees:
 - Employee Pension (厚生年金 Kosei-nenkin)
 - Employee Health Insurance (健康保険 Kenko-hoken)
 - Employment Insurance (雇用保険 Koyo-hoken)
 - Worker's Compensation Insurance (労災保険 Rosai-hoken)

10. Transportation Expenses

- Based on: Chuo University Faculty Salary Regulations, Article 17.
- Currently: Reimbursement for a six-month commuter pass.
- Maximum Reimbursement (for six months):

- Equivalent to a six-month commuter pass for a 150 km JR route.
- Six times the monthly non-taxable limit for commuting expenses under the Income Tax Act (¥150,000/month).

11. Other

- Relocation Expenses: If relocation is required for the appointment, relocation costs from the previous workplace to the University's location will be covered as per Chuo University Travel Expense Regulations (Articles 22–25). Details will be notified individually from mid-December.
- Items not specified in this document will be governed by the Chuo University Full-time Faculty Regulations.
- Smoking Policy: Complete ban inside all University facilities (designated outdoor smoking areas at Tama and Korakuen campuses).

April 1, 2025