

Date: February 18, 2019

Faculty Open Position

1. Affiliation (Appointment): Academy of Hiroshima University (Department of Professional Development Program for Teachers and School Leaders, Professional School for Teacher Education, Graduate School of Education)

2. Position and the number of opening: Professor or Associate Professor, one (1)

3. Commencing date of employment: October 1, 2019 or as early as possible after this date

4. Field of specialization: Teacher Training, School Management

5. Teaching responsibilities

- Undergraduate level (discipline specific courses): Introduction to Career in Teaching, Practical Seminar for the Teaching Profession, etc.
- Graduate level (professional degree program): Theory and Practice of Contemporary Teacher Training, Practical Seminar on School Leadership, Practical Seminar on Educational Law, Theory and Practice of Educational Management in Community, Fieldwork on School Management & Administration, Action Research Seminar I , II , III, IV, Action Research Practicum in School Management I , II, Action Research Practicum in Teaching Practice III, IV, etc.
- Graduate level (doctoral programs): Research into Learning and Curriculum Development, Advanced Study in Learning and Curriculum Development, Teaching Practicum I , II , III, etc.

* In addition to the courses listed above, he or she may be asked to teach other general education courses and/or discipline specific courses in other department(s) and graduate school(s).

6. Qualifications

Applicants must satisfy all of the following requirements:

- (1) Hold a doctorate or an equivalent degree by the time the appointment begins
- (2) Be able to supervise doctoral students in preparation of doctoral dissertations
- (3) Have experience in supervising graduate students in a master's or doctoral program(s) in preparation of thesis or dissertation

(4) Be able to teach classes and supervise students in Japanese and English

*Have a practical book or paper on education is desirable

*Have experience in practical activities at school is desirable

7. Application materials required

(1) Resume * Use attached electronic file.

If you have a history of being employed by Hiroshima University (as a TA, RA, researcher, etc.) in the past five years, be sure to state all positions you have held.

(2) List of publications and oral presentations (Number each publication/presentation, and underline the numbers of refereed articles. Affix an asterisk (*) to the numbers of your five major publications or presentations.) * Use attached electronic file.

(3) Five major publications or presentations (Reprints, photocopies, or books)

(4) Major educational activities and teaching experience (approximately 1, 000 words)

(5) Major social contributions (approximately 1, 000 words)

(6) Major activities in university/institutional management and administration (approximately 1, 000 words)

(7) List of acquired external funding over the last ten years

(8) Statement of intent (Please describe your interests in teaching and research in approximately 1,000 words, should you take this position.)

* Applicants should send the electronic files (MS Word, Excel, etc.) recorded in the CD or DVD disk also needed to be sent in addition to the printed application materials.

8. Application deadline: All application materials must reach us by 5:00 pm on Friday, April 26, 2019 (Japan Standard Time) only via post (e.g., EMS).

9. Please send all application documents to the following address:

Professor Masataka Koyama

Dean of Graduate School of Education, Hiroshima University

1-1-1 Kagamiyama, Higashi-hiroshima 739-8524, JAPAN

* Print in red "Application documents for faculty open position in the Department of Professional Development Program for Teachers and School Leaders (Teacher Training, School Management), Graduate School of Education" on the envelope containing the application documents and send it by registered mail.

10. Selection procedure

(1) Selection will be made based on all application documents submitted.

(2) Interviews will be conducted as needed. The interview will include a mock lecture in

English. In such cases, please note that travel expenses will be the responsibility of the applicant. Applicants who pass the initial document review will be informed of interview date, time and format.

- (3) Hiroshima University promotes a gender-equal society in accordance with the legislative intent of the Basic Law for a Gender-Equal Society.

11. Employment status

- (1) If you are agreeable to the application of the Discretionary Labor System for Professional Work, you are deemed to work for 7 hours and 45 minutes a day and 38 hours and 45 minutes a week. If not, working hours are from 8:30 to 17:00 (from Monday to Friday) and break time is from 12:00 to 12:45.
- (2) Workdays are from Monday to Friday (excluding public holidays) in principle.
- (3) Holidays are Saturdays, Sundays and public holidays in principle.

12. Salary, etc.

- (1) The monthly salary system or annual salary system will be applied to successful candidates.
(Regulations Concerning Salaries of Hiroshima University Faculty Members will be applied. Regulations Concerning Salaries of Hiroshima University Faculty Members Employed under Annual Salary System will be applied.)
- (2) Successful candidates may be reimbursed for travel expenses incurred for the trip from their home or former place of work to the new place of work to assume their post in accordance with the relevant regulations of Hiroshima University. For more information, please contact us.

13. Evaluation

We conduct individual performance evaluations for all Hiroshima University faculty members after their employment, numerically rate their performance, and salary and benefits are commensurate with performance indicators.

14. Employer: Hiroshima University

15. Miscellaneous

- (1) Probationary employment period: six (6) months
(Hiroshima University Work Regulations for Employees.)
- (2) Personal information obtained from application documents will not be used or provided to any third party for purposes other than the necessary procedures

related to personnel affairs, salary, and welfare. Application documents of applicants whom we have decided not to employ will be returned to those applicants in an appropriate manner, after the completion of relevant selection processes.

- (3) All the faculty members of Hiroshima University belong to the "Academy", which is the single university-wide faculty organization, and each faculty as a member of the Academy of the University is appointed to educational and/or research organizations such as an individual undergraduate school, graduate school, research center and institute.

16. Contact

Yumiko Suzuki

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