

Hiroshima University (HU) herewith makes an open international job offer and seeks to appoint Associate Professor with tenure; Associate Professor/Assistant Professor on Tenure Track System in the research area of Educational Planning. This position is based on the 'Policy for recruiting/cultivating excellent faculty members'. The university introduced this policy to create a secure environment in which junior-positioned faculty members can concentrate on their research/education.

The post above has been newly created at HU to enable the promotion of the applicant to the senior position of Associate Professor on the condition that he/she passes the tenure-track review before the tenure-track period expires. Such a system assumes that the recruited person will settle down in one place so that he/she can dedicate himself/herself to research and education in accordance with his/her proposed research.

Therefore, when processing an application for recruitment, we evaluate not only each applicant's performance on research/education, but also the contents and the scope of his/her research plan. Thus, we assess whether or not the applicant's research plan is mid-to-long term (i.e. about 10 years) in scope, exceeding the tenure-track period. At the time of the review for the tenured promotion, we comprehensively evaluate the applicant's achievements during his/her term at HU and the future prospect of his/her research.

By providing startup support money and assigning a mentor to each newly-recruited faculty member on tenure track, HU continues to develop an environment where such faculty member can engage himself/herself in research activities independently. In case the recruited member does not secure tenure, he/she will be able to extend his/her term of employment for up to one year as a specially appointed faculty member. The special appointment starts on the day following the end date of the existing employment contract for the tenure-track position.

We are looking forward to welcoming those who are prepared to go along with the principles, long-term vision and medium-term target of HU (<https://www.hiroshima-u.ac.jp/en/about>), and who are motivated and can play key roles by committing themselves to research and education at HU.

Mitsuo Ochi, President of Hiroshima University

Date: **/**, 2019

Faculty Open Position(s)

1. Affiliation (Appointment): Academy of Hiroshima University (**Department of Educational Development and Cultural and Regional Studies, Graduate School for International Development and Cooperation**)

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

(Depending on the result of the performance reviews of the applicant at the time of employment, he/she may be decided on any of the following titles: Associate Professor with tenure; Associate Professor/Assistant Professor on Tenure Track System)

3. Commencing date of employment: **April 1st, 2020**

4. Terms of employment

Tenure-track position(s)

Period of employment:

- 7 years (in case of Associate Professor,)
- 5 years (in case of Assistant Professor)

Tenure-track faculty members will undergo a tenure review within six (6) months prior to completion of the term of appointment, and those who have successfully passed the review process will be granted tenure along with promotion either to associate professor.

Granting tenure is subject to two reviewing process: an intermediate and final review. If a candidate is not granted tenure in the final review, he/she will be dismissed from the university upon completion of the term of appointment.

If a candidate has taken a leave because of some life events such as delivering a baby, child-raising and caregiving, he/she may extend the term of appointment up to certain period according to the length of such leave.

*If you would like to know more about the standards for tenure review, please contact the office shown below for any enquiries.

5. Field of specialization: **Educational Planning**

6. Teaching responsibilities

- Undergraduate level (general education courses): **Introduction to International Development**, etc.

- Undergraduate level (discipline specific courses): **in charge as necessary**, etc.
- Graduate level (master's programs): **Educational Planning for SDGs I & II**, etc.
- Graduate level (doctoral programs): **Seminars on Educational Planning for SDGs**, 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).

7. Qualifications

Applicants must satisfy all of the following requirements:

- (1) Hold a doctorate or an equivalent degree
- (2) Be able to supervise doctoral students in preparation of doctoral dissertations
- (3) Have experience in supervising graduate students in a master's program in preparation of thesis
- (4) Be able to teach classes and supervise students in English

8. Application materials required

- (1) Resume
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.)
- (3) Five major publications or presentations (Reprints, photocopies, or books)
- (4) Major educational activities and teaching experience (approximately 400 words)
- (5) Major social contributions (approximately 400 words)
- (6) Major activities in university/institutional management and administration (approximately 400 words)
- (7) List of acquired external funding over the last five years
- (8) Statement of intent (Please describe your interests in teaching and research as well as your mid- to long-term research plan in approximately 1,000 words, should you take this position.)
- (9) Your Researcher ID or ORCID information (in any format)
N.B. The ID above or ORCID information can be confirmed from Clarivate Analytics or ORCID website.
- (10) USB or DVD with the all documents above.

9. Application deadline: All application materials must reach us by **[05:00pm on Tuesday, October 1, 2019 (Japan time)]**.

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

Dean, Hiroshima University Graduate School for International Development and cooperation

1-5-1 Kagamiyama, Higashi-Hiroshima 739-0000, JAPAN

* Print in red “Application documents for faculty open position in the Department of ---, Graduate School for International Development and Cooperation” on the envelope containing the application documents and send it by registered mail.

11. Selection procedure

- (1) Selection will be made based on all application documents submitted.
- (2) Interviews will be conducted as needed. As a general rule, we will conduct simulated lessons 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.

12. 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.

13. Salary, etc.

- (1) The monthly salary system will be applied to successful candidates.

*Currently, we are considering a new annual salary system, and if the new system is introduced at date of adoption, it will apply.

- (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.

14. 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.

15. Employer: Hiroshima University

16. Miscellaneous

- (1) Probationary employment period: six (6) months
- (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 discarded 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.
- (4) For each specialized field of faculty, Hiroshima University has defined Minimum standards for hiring new faculty ("the minimum standards"). We use the minimum standards for the initial screening process of the applicants, and only those who have cleared the minimum standards will qualify as the candidates for the post concerned. The minimum standards used for this international job offer can be viewed by clicking the following URL link.
<https://www.hiroshima-u.ac.jp/en/employment/kyoinkobo/idec>
- (5) HU provides employment information (research job, desk job and etc.).
If your partner (spouse, etc.) wishes to work for HU, please refer to the following URL.
employment information: <https://www.hiroshima-u.ac.jp/en/employment/>

17. Contact

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