

Hiroshima University (HU) herewith makes an open international job offer and seeks to appoint Tenure-Track Assistant Professor in the research area of Japanese history and archives. 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 a 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.

HU provides startup support money for assistant professors. By 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

Please refer to the following URL for details about personnel system reform of Hiroshima University.

<https://www.hiroshima-u.ac.jp/en/employment/kyoinkobo>

Date: November 4, 2021

Faculty Open Position

1. Affiliation (Appointment): Academy of Hiroshima University (Archives)

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

3. Commencing date of employment: The 1st of May 2022

4. Terms of employment

Tenure-track position Period of employment: Five (5) years

- (1) Tenure-track faculty members will undergo a tenure review at least six (6) months or more in advance of the expiration date of appointment, and those who have successfully passed the review process will be granted tenure along with promotion either to associate professor.
- (2) Granting a candidate for tenure is subject to two reviewing process: an intermediate and final review. If a candidate is not granted tenure in final review, he/she will be dismissed from the university upon completion of the term of appointment.
- (3) 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.

5. Field of specialization: Japanese history and Archives

6. Teaching responsibilities

- (1) Undergraduate level (general education courses): History of the Hiroshima University, etc.
- (2) 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. Job Descriptions

- (1) Collecting, cataloging, managing and publishing university and personal documents
- (2) Contributing to the operation and management of the Archives
- (3) Doing reference works
- (4) Doing and publishing empirical research related to the Archives
- (5) Contributing to the social and educational activities related to the Archives

- (6) Co-writing, editing and proofreading the year history books of Hiroshima University
- (7) Doing research that is relevant to Japanese history and Archives

8. Qualifications

Applicants must meet all of the following requirements:

- (1) Hold a doctorate or an equivalent degree by the time the appointment begins
- (2) Have experience in cataloging and managing Japanese archival documents
- (3) Be able to read Japanese archival documents and materials
- (4) Working in archives and experience in writing year history books is an advantage

9. Application materials required

- (1) Resume (Attached)

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 three major publications or presentations.)
- (3) Three major publications or presentations (Reprints, photocopies of articles, or hardcopies of books)
- (4) Previous work experience in archives and contributions to year history books.
- (5) Previous contributions to cataloging and managing personal documents
- (6) List of acquired external funding over the last five years
- (7) Statement of intent (Please describe your interests in working and research as well as your mid- to long-term research plan in approximately 2,000-3,000 words, should you take this position.)

* All documents should be submitted in print and digital (PDF or Word file) format. However books are allowed to be submitted in print format only.

10. Application deadline

All application materials must reach us by [3:00 pm on Monday, December 20, 2021 (Japan time)].

11. Please send all application documents to the following address

Dean, Hiroshima University Archives

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

* Print in red “Application documents for faculty open position in the Archives” on the envelope containing the application documents and send it by registered mail.

12. Selection procedure

- (1) Selection will be made based on all application documents submitted.
- (2) Shortlisted candidates will be invited for interviews and be informed of interview date, time and format.
- (3) Interviews will preferably be conducted at Hiroshima University. Where this is not possible, online interviews will be offered. Please note that travel expenses will be the responsibility of the applicant.
- (4) Interviews may include a 15 minute demonstration lesson in English.
- (5) Hiroshima University promotes a gender-equal society in accordance with the legislative intent of the Basic Law for a Gender-Equal Society.

13. 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. 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.

14. Salary, etc.

- (1) The annual salary system (II) which enforced in October 2021 will be applied to the successful candidates.
- (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.

15. 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.

16. Employer

Hiroshima University

17. 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 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.
- (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/>
- (5) HU provides other employment information (research job, desk job and etc.). If your spouse wishes to work for HU, please refer to the following URL link.
employment information: <https://www.hiroshima-u.ac.jp/en/employment/>

18. Contact

Hiroshima University Archives

E-mail: bunsyokan@office.hiroshima-u.ac.jp