

May 10, 2018

### **Faculty Open Position**

1. Affiliation (Appointment): Academy of Hiroshima University (Department of Management Studies, Graduate School of Social Sciences)

2. Position and the number of opening: Professor or associate professor, one

3. Commencing date of Employment: As early as possible after October 1st, 2018

4. Field of specialization: Business Administration (Human Resource Management Theory) and Behavioral Science (Organization Behavior Theory)

5. Teaching responsibilities

- Undergraduate level (general education courses): Educational Seminar, Introduction to Business Administration, etc.

- Undergraduate level (discipline specific courses): Human Resources Management Theory, Seminars, etc.

- Graduate level (master's programs): Organizational Behavior Theory, Human Resource Management Theory, Special Seminars, etc.

- Graduate level (doctoral programs): Management Special Research I ~VI, 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 doctoral degree (or equivalent degree conferred by a foreign university or institution) or equivalent research achievement.

(2) Be able to supervise doctoral students in preparation of doctoral dissertations

(3) Have experience in supervising graduate students in a master's and/or doctoral program(s) in preparation of thesis/dissertation

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

(5) In the department of Management Studies, students with different professions, ages, nationalities, and experiences study a wide variety of management-related themes under the

guidance of faculty members from diverse fields of specialization.

Have proficiency and willingness for education in our educational ideal. In case of nationalities other than Japanese, have a proficiency in Japanese.

\* Be able to teach classes and support research activities in Japanese and English.

## 7. Application Materials Required

(1) Curriculum vitae with your photo, e-mail address, list of affiliated academic societies on A4 paper. No particular format. If you have a history of being employed by Hiroshima University (includes 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: Research papers, books, conference presentations, invited lectures in conferences. All authors should be stated in the same order as in each publication. Classify articles into refereed (peer-reviewed) ones and non-refereed ones (Underline the three papers or books you submit).

\* Please submit CD-R or USB with "(2)List of publications and oral presentations" saved in Word or Excel format.

(3) Five major publications and Summary of each

Publications: reprints, photocopies, or books

Summary of each: about 1,000 words on A4 paper, no particular format

(4) List of major educational activities

Lectures you have taught. A4 paper, no particular format

(5) Major social contributions

(6) Major activities in university/institutional management and administration

(7) List of acquired external funding.

(8) Aspirations for education after accepted as Professor (about 2,000 words on A4 paper)

(9) Research plan and Summary of past research (about 2,000 words on A4 paper)

(10) One letter of recommendation (Including full name, affiliation, position, and contact information (phone numbers and e-mail address))

\* You may be asked to submit additional documents and materials as needed.

## 8. Application Deadline

All application materials must reach us by 20:00, June 15, 2018 (Japan time).

## 9. Address to Which to Send Application Documents:

Professor Ichirou Hoshino

Chairperson, Department of Management Studies, Graduate School of Social Sciences,

Hiroshima University

1-1-89, Higashi-Senda, Naka-Ward, Hiroshima City, 730-0053, JAPAN

\* Print in red "Application documents for a faculty member position at Organization and Management Program Division" on the envelope containing the application documents and send it by registered mail.

#### 10. Selection Procedures

- (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.

#### 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 12:45 to 21:15 (from Tuesday to Saturday) and break time is from 17:15 to 18:00
- (2) Workdays are from Tuesday to Saturday (excluding public holidays) in principle.
- (3) Holidays are Sundays, Mondays 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 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 will be treated in an appropriate manner but will not be returned to applicants.

(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) Department of Management Studies is a graduate school opening a course during evening hours(from 18:00) on weekdays and Saturdays.

Please refer to <http://www.hiroshima-u.ac.jp/mgt/>

#### 16. Contact

Professor Ichirou Hoshino

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Hiroshima University

1-1-89, Higashi Senda, Naka-Ward, Hiroshima City, 730-0053, Japan

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E-mail: [hoshino@mgt.hiroshima-u.ac.jp](mailto:hoshino@mgt.hiroshima-u.ac.jp)

\*Please contact our office via the e-mail ([hoshino@mgt.hiroshima-u.ac.jp](mailto:hoshino@mgt.hiroshima-u.ac.jp)), but NOT by phone.