

Date: September 12, 2016

Hiroshima University
Research Institute for Higher Education
1-2-2, Kagamiyama, Higashi-Hiroshima City, 739-8512, JAPAN

Faculty Open Position

Applications are invited from suitably qualified candidates for a research and teaching position in the Research Institute for Higher Education, established in 1972 as Japan's first institute for research into university and higher education. For this job opening, Hiroshima University invites applications by women researchers. Under Article 8 of the Equal Employment Opportunity Law (Special Provisions of Measures Pertaining to Women Workers), in order to actively improve the present situation of a considerably low percentage of women researchers, applicants are limited to women researchers only.

1. Affiliation (Appointment): Academy of Hiroshima University
(Research Institute for Higher Education)
 2. Position and the number of opening(s): Associate Professor, one (1)
(Tenure-track position)
 3. Commencing date of employment: April 01, 2017
 4. Terms of employment
Tenure-track position
Period of employment: Five (5) years
Tenure-track faculty members will receive a tenure review no later than six (6) months before the term of appointment expires, and those who have successfully passed the review process will be granted tenure.
- * For applicants with a history of being employed by Hiroshima University after April 1, 2013, the period of employment for the current available position may be determined in consideration of the employment period in the former positions, which may lead to an appointment of shorter than five (5) years.

5. Field of specialization: Higher Education

6. Teaching responsibilities

- Undergraduate level (general education courses): University and Society, etc.
 - Undergraduate level (discipline specific courses): Introduction to Higher Education, etc.
 - Graduate level (master's programs): Comparative Higher Education, Foundations of Higher Education IV, Seminar of Higher Education II, Special Research on Higher Education, etc.
 - Graduate level (doctoral programs): Research on Higher Education, etc.
- * In addition to the courses listed above, 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 by the time the appointment begins
- (2) 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 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 five years
- (8) Statement of intent (Please describe your interests in teaching and research in approximately 1,000 words, should you take this position.)

9. Application deadline: All application materials must reach us by 05:00 pm on October 21, 2016 (Japan time).

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

Dean, Research Institute for Higher Education, Hiroshima University
1-2-2 Kagamiyama, Higashi-Hiroshima 739-8512, JAPAN

* Print in red “Application documents for faculty open position in the Research Institute for Higher Education” 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. The interview includes a mock lecture. 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.

12. Salary, etc.

- (1) The 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 candidate 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. Miscellaneous

- (1) 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 destroyed in an appropriate manner, after the completion of relevant selection processes.
- (2) 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.

- (3) Participation in university-wide administrative work may also be required.

15. Contact

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