

Recruitment Guidelines for Associate Professor Position at Tokyo Metropolitan University

Position	Associate Professor
Number of Vacancies	1 person
Date of Appointment	1st April 2024
Affiliation and Work Location	Tokyo Metropolitan University Faculty of Economics and Business Administration Graduate School of Management Minami-Osawa Campus (1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397 Japan) Marunouchi Satellite Campus (Marunouchi Eiraku Building 18F, 1-4-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan)
Specialization	Financial Accounting
Duties (Courses scheduled to be in charge)	(Undergraduate) Basic Seminar and Specialized education subjects related to financial accounting, etc. (in English) (Graduate School) Specialized education subjects related to financial accounting, etc. (in English) All courses are provided in English. However, the applicant will also be required to participate in various clerical and administrative duties (including participation in various committee tasks), regardless of language proficiency in English or Japanese. Thus, if Japanese is not the mother tongue, the applicant's proactive attitude towards Japanese language proficiency is necessary to facilitate seamless teamwork with Japanese staff.
Qualifications	Applicants must meet both conditions (1) and (2) below. (1) Hold a doctoral degree or have equivalent achievements. (2) Have published two or more peer-reviewed papers related to "Financial Accounting" or have papers accepted for publication.
Working Hours	A discretionary work system for professional work applies, 7 hours and 45 minutes per day (deemed working hours).
Holidays	Two days off per week (Saturdays and Sundays in principle), national holidays, and year-end and New Year holidays (December 29 to January 3 of the following year).
Vacation	Annual paid leave, summer vacation, condolence leave, maternity and childcare leave, etc. *Subject to the Tokyo Metropolitan Public University Corporation Regulations.
Salary and Allowances	(1) Annual salary system based on position, achievements, and duties, with regular pay increases. (2) Commuting and other allowances are provided. (3) Retirement benefits are provided separately upon retirement. *(1), (2) and (3) are subject to the Tokyo Metropolitan Public University Corporation Regulations.
Term of Employment	no term of office *However, retirement will occur on the last day of the fiscal year in which the applicant turns 65.
Probationary Period	6 months from the date of employment.
Insurance	Japan Mutual Aid Association of Public School Teachers, Local Government Employees' Accident Compensation, Employment Insurance.
Application Documents	(1) Curriculum Vitae (Form 3-1) (2) Education and Research Performance List (Form 3-2) * Please be sure to use the designated form for the educational Achievements . * Research achievements may be submitted in any format as long as it covers the items listed in the designated form. (3) Explanation of Representative Research Achievements (Form 3-3) (4) Education and Instruction Performance List (Form 3-4) (5) External Funding Performance List (Form 3-5) (6) Social Contribution Performance List (Form 3-6) (7) Plan for educational, research, and social contribution activities after employment (up to 2,000 characters; any format is acceptable) (8) Files of major research papers from the past five years (up to three items) * Please download the designated form and Entry Guidelines from the following website: https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/
Submission	Electronic submission is accepted via email to the following "Submission Address": Please attach PDF files (or Word files) of items (1) to (8) to the email and send them all together. (Please name the attached files with your name and make sure they do not exceed 20 megabytes. If the file size exceeds 20 megabytes, please divide them and send them separately, making sure they do not exceed 20 megabytes per email.) Also, please title the email "Teaching Position Application Documents (0511 Financial Accounting)." *Please contact us if you do not receive a confirmation of receipt within one week after sending the email.
Submission Address	kyoinkobo-keizaikeiei@mj.tmu.ac.jp
Submission Deadline	Must arrive by Friday, September 29, 2023, Japan time.
Selection Process	First Screening: Document Screening Second Screening: Interview (including research presentation) will be held in late October for those who pass the first screening. Note that details such as time and place will be notified separately to those who pass the first screening. * The necessary travel and accommodation expenses for the second screening will be borne by the applicant. In addition, the result will be notified by the department concerned.
Inquiries	©Regarding the application in general Personnel Division General Affairs Department, Tokyo Metropolitan Public University Corporation E-mail: kyoinsaiyo@mj.tmu.ac.jp ©Regarding the specific field Accounting and General Affairs Section, Humanities Management Section, Administrative Division, Tokyo Metropolitan Public University Corporation TEL 042-677-1111 (representative) E-Mail bunkei-shokai@mj.tmu.ac.jp
Recruiter	Tokyo Metropolitan Public University Corporation
Passive Smoking Prevention Measures	No smoking is allowed on campus (except designated smoking areas)
Note	There is a possibility that you may be asked to concurrently serve in the faculty and graduate schools that existed prior to the reorganization of the educational and research organization in April 2018, for the duration of their existence. Our university is committed to promoting diversity in order to create a welcoming and inclusive academic environment where individuals from diverse backgrounds, regardless of gender, disabilities, or cultural differences, are equally respected and able to participate in all aspects of university life. To learn more about our efforts to foster diversity, please visit the Diversity Promotion Office at https://www.comp.tmu.ac.jp/diversity/index.html

※ Should any discrepancies or doubts arise between Japanese and English versions of the advertisement, the Japanese version will prevail.