

Faculty Position Available, Tokyo Metropolitan University

Position	Assistant Professor
Number of positions	1
Starting date	October 1, 2025
Affiliation	Tokyo Metropolitan University (Undergraduate School) Faculty of Systems Design, Department of Industrial Art (Graduate School) Graduate School of Systems Design, Department of Industrial Art Hino Campus (6-6 Asahigaoka, Hino-shi, Tokyo, Japan)
Field of study	Media Art Field
Teaching	As a tenure-track assistant professor, they will be involved in research and teaching. As for education, the following lecture responsibilities are planned. Seminar in Interactive Art I, II, Practicum in Interactive Art I, II, Advanced course of media art, Special Lecture on Media Creation, other classes common to all departments, special research, etc. Courses for 1st and 2nd year students will be taught at the Minami-Osawa Campus.
Requirement	Only those who fulfil the following will be recruited (1) Outstanding achievements in both practice and research activities in the field of media design or media art (2) Have a deep interest in the Department of Industrial Arts and the field of design, and be able to teach undergraduate and graduate students with enthusiasm. (3) Those who have been within 10 years after obtaining a doctor's degree or leaving a doctoral course after earning credits at an overseas university, excluding the periods falling under any of the following (a) Maternity leave before and after childbirth (b) Childcare leave (c) Family care leave (d) Spousal companion leave (e) Cases deemed equivalent to (a) through (c) (4) Gain independent practice, research, and teaching experience as a tenure-track assistant professor (5) Able to teach in both Japanese and English
Working hours	Discretionary work system for professional work applies. Working hours are 7 hours and 45 minutes per day.
Holidays	Saturdays, Sundays, National holidays in Japan, and New Year holidays (December 29 to January 3 of the following year).
Leave	Annual paid leave, summer leave, condolence leave, maternity leave, etc Depends on the "Regulations Concerning Working Hours, Holidays, Vacations, etc. for Faculty and Staff of Tokyo Metropolitan Public University Corporation".
Allowance	(1) Annual salary system. Salary will be determined according to the university employment policy. (Commensurate with experience. Salary increases are available). (2) Commutation allowances, etc. shall be paid in accordance with the Tokyo Metropolitan University Teachers' Salary Regulations and the Tokyo Metropolitan Commutation Allowance Regulations. (3) Retirement allowance shall be paid at the time of retirement in accordance with the TMU Retirement Allowance Regulations.
Appointment	Tenure-track term of five years (no renewal). A mid-review will be held in the third years of employment and a final review will be held in the fifth year. After the evaluation of performance within the five years, qualified candidates will be officially employed as a tenured faculty member (associate professor), and will not have a fixed term. Appointment does not extend beyond the end of the academic year in which the faculty member retires (65 years).
Probation Period	Six months from the date of employment.
Insurance	Japan mutual aid association of public school teachers, Local government employees' accident compensation, Employment insurance.
Application	(1) Curriculum Vitae (Form 3-1) (2) List of Educational and Research Achievements (Form 3-2) * For educational achievements, be sure to use the prescribed form. * For research achievements, any format is acceptable as long as the items are listed in (2) List of Education and Research Achievements (Form 3-2). (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 education, research, and social contribution activities after employment (within 2,000 words: any format). (8) Research Plan (Form 3-7). (9) List noting the names, titles, and contact information of several knowledgeable persons who can serve as references for the applicant (free format). * A letter of recommendation from a designated expert must be submitted during the selection process. (10) Copy of documents certifying periods of childcare leave, etc. * Required only for applicants who meet eligibility criterion (3). *Download the required forms and a Reporting Guide from the following website https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/
Submission	Send an email to the following address with the following subject line: Subject Please send your application to the following address with the subject line " Department of Industrial Art of Media Art Field (0704) ". All application documents (1) through (10) should be combined into one PDF file (or one Word file). The file size should not exceed 20 MB. Total file size must not exceed 20 MB. Within one week after sending If you do not receive confirmation of receipt within one week after sending the e-mail, please contact us.
Address to be sent	kyoinkobo-sd@jmi.tmu.ac.jp
Deadline for application	Application should arrive at the above office Friday, May 30, 2025 Japan Time.
Selection procedure	The first-round selection will be based on the application files. Selected candidates will be invited to a second round of selection. In addition to an interview with the selection committee members, applicants will be required to give a mock class and a presentation on their research topic on Sunday, June 15, 2025. Details of the interview date, time, and location will be communicated separately to those who pass the first round of selection. *Travel, lodging, and other expenses necessary to participate in the second round of selection shall be borne by the applicant. Applicants will be notified of the results of the selection process by the organization in charge.
Contact address	©For general inquiries concerning application: Personnel Division General Affairs Department, Tokyo Metropolitan Public University Corporation E-Mail kyoinsaiyo@jmi.tmu.ac.jp ©For inquiries concerning the field of specialty: Graduate School of Systems Design, Department of Industrial Art Head of Department E-Mail: kasamatu@tmu.ac.jp
Name of recruiter	Tokyo Metropolitan Public University Corporation
Measures against passivesmoking	No smoking is allowed on campus (except designated outdoor smoking areas).
Additional information	Tokyo Metropolitan University invites applications for the post according to the rule of tenure-tracking employment. For the first and second fiscal years, research expenditures will be provided according to the rule of tenure-tracking employment. Tokyo Metropolitan University has changed its corporate name to Tokyo Metropolitan Public University Corporation on April 1, 2020. Tokyo Metropolitan University changed its name to Tokyo Metropolitan University on April 1, 2020. The University promotes diversity to ensure that diverse individuals, regardless of gender, disability, cultural differences, etc., are equally included and respected in all activities at the University. https://diversity.fpark.tmu.ac.jp/index.html

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

Tenure Review Procedures and Guidelines

1 Overview of the Tenure Review Procedures

- (1) Each Faculty/Graduate School Appointment, Promotion and Tenure Committee will establish its own tenure review policies within a month after a faculty member on the tenure track is hired at Tokyo metropolitan University. The committee chair shall notify the candidate of the tenure review policies in writing and report to the University Appointment, Promotion and Tenure Committee.
- (2) Interim reviews shall be made in the third year of employment.
- (3) Reviews on tenure prospects shall be made in the fifth year of employment.

2 Overview of Interim Review Guidelines

- (1) The basic criteria for tenure are overall excellence in “teaching,” “research,” “social contribution,” “organizational operation,” and “personality”. The review process consists of interview and other screening.
- (2) During the review, the committee will check the progress in the areas of “teaching,” “research,” “social contribution,” and “organizational operation,” as well as the area of “personality,” and provide guidance and advice on future development.

3 Overview of the Tenure Review Guidelines

- (1) The basic criteria for tenure are overall excellence in “teaching,” “research,” “social contribution,” “organizational operation,” and “personality”. The review process consists of two steps: dossier review and interview.
- (2) The status of the research plan submitted at the time of hire will be used to evaluate research performance.
- (3) At the initial dossier review, each criterion is measured on a numerical scale ranging from 1 – 5 and is also assigned a weight to signify the level of importance in the overall selection. The total rating for each criterion will be the score (1-5) multiplied by the percentage of weight.
- (4) The highest score that can be achieved at the initial dossier review shall equal 100 points. Research shall be assigned more weight than other criteria, taking into consideration the primary objectives of the tenure track system.
- (5) Research dossier materials will be reviewed by external referees.
- (6) Before proceeding to the interview, the Faculty/Graduate School Appointment, Promotion and Tenure Committee may decide not to grant tenure to the candidate scoring below 60 points at the initial dossier review.

(7) The second step in the review process includes interview and teaching demonstration. The final decision on tenure will be made based on the overall evaluation of the entire tenure review.