

## Recruitment Guidelines for Associate Professor Position at Tokyo Metropolitan University

Position	Associate Professor
Number of Vacancies	1 person
Date of Appointment	1st April 2026
Affiliation and Work Location	Tokyo Metropolitan University Faculty of Economics and Business Administration, Department of Economics and Business Administration Graduate School of Management, Major in 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 two or more papers published, or accepted for publication, in a peer-reviewed international academic journal, related to "Financial Accounting", of a certain standard.
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), 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 "Regulations on Working Hours, Holidays, and Leave for Tokyo Metropolitan University Faculty and Staff."
Salary and Allowances	(1) Annual salary system based on position, achievements, and duties, with regular pay increases. (2) Commuting and other allowances are provided. *(1) and (2) are subject to the "Tokyo Metropolitan University Faculty Salary Regulations" and the "Tokyo Metropolitan University Commuting Allowance Regulations." (3) Retirement benefits are provided separately upon retirement. *(3) is subject to the "Tokyo Metropolitan University Retirement Benefits Regulations."
Term of Employment	Tenured position  *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) Resume (Format 3-1) (2) List of Educational and Research Achievements (Format 3-2) * Any format is acceptable for the list of research achievements as long as the items listed in the specified format are covered. (3) Description of representative research achievements (Appendix No. 3-3) (4) List of Educational and Instructional Achievements (Format 3-4) (5) List of External Funding Achievements (Format 3-5) (6) List of Social Contribution and Other Achievements (Format 3-6) (7) Plan for educational, research, and social contribution activities after employment (up to 2,000 characters: any format is acceptable) (8) Information on how to obtain major research papers (up to 3 items) from the past 5 years (DOI, URL, etc., any format is acceptable) or files of the major research papers. * Please download the designated format and instructions from the following website: <a href="https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/">https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/</a>
Submission	Electronic submission is accepted via email to the following submission address: Please attach PDF files (or Word files) of items (1) to (6) 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 (0708 Financial Accounting)." *Please contact us, if you do not receive a confirmation of receipt by the day after the submission deadline after sending the email.
Submission Address	<a href="mailto:kvinkobo-keizaikaei@imj.tmu.ac.jp">kvinkobo-keizaikaei@imj.tmu.ac.jp</a>
Submission Deadline	Must arrive by Monday, June 30, 2025, Japan time.
Selection Process	First Screening: Document Screening Second Screening: Applicants who pass the first round of selection will be interviewed (including a research presentation and mock lesson) on Thursday, August 7th (this can be changed to another date depending on the applicant's circumstances). 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 System Section, Personnel Division, General Affairs Department, Tokyo Metropolitan University Corporation TEL 042-677-1111 (extension) 1027 E-Mail <a href="mailto:kyoinsaiyo@mj.tmu.ac.jp">kyoinsaiyo@mj.tmu.ac.jp</a>  ©Regarding the specific field General Affairs Section, Humanities Management Section, Administrative Division, Tokyo Metropolitan University Corporation TEL 042-677-1111 (representative) E-Mail <a href="mailto:bunkei-shomu@mj.tmu.ac.jp">bunkei-shomu@mj.tmu.ac.jp</a>
Recruiter	Tokyo Metropolitan Public University Corporation
Passive Smoking Prevention Measures	No smoking is allowed on campus (except designated outdoor 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. Public University Corporation Tokyo Metropolitan University 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.  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 <a href="http://www.comp.tmu.ac.jp/diversity/index.html">http://www.comp.tmu.ac.jp/diversity/index.html</a>