

## Recruitment Guidelines for Professor Position at Tokyo Metropolitan University

Position	Professor
Number of Vacancies	1 person
Date of Appointment	April 1st 2026
Affiliation and Work Location	Tokyo Metropolitan University International Center ※see Note 1 below Minami-Osawa Campus (1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397 Japan)
Specialization	Conservation Ecology
Duties (Courses scheduled to be in charge)	Mainly responsible for contributing to the planning, establishment, and management of the new faculty, while also conducting research in their respective areas of specialization. From 2028, mainly responsible for lectures and laboratory courses in Conservation Ecology and Environmental Science in the undergraduate program of the new faculty, while also conducting research in their respective areas of specialization. ※If selected through this recruitment, there is a possibility that you will be assigned to teach one or more courses in the field of international liberal arts.
Qualifications	Applicants must meet all of the following conditions: (1) Hold a doctoral degree at the time of application. (2) Be willing to actively participate in the administration of the new faculty. (3) Be committed to educating and supervising students in the Department of Biological Sciences, at the new faculty with the aim of nurturing future leaders in Conservation Ecology and Environmental Science. (4) Demonstrate a level of research achievement in the field of Conservation Biology. (5) Be able to deliver lectures and supervise research in English.
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. Professor equivalent Annual income : 8 ~ 11 million JPY (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 Materials	*All application materials must be prepared in Japanese or English. However, if you choose to submit them in English, please include the Japanese names of universities and workplaces in the educational and employment sections of your resume, where applicable. (1) Curriculum Vitae (Format 3-1) (2) Education and Research Performance List (Format 3-2) * Five representative papers from the list should be indicated by marks and the DOI should be provided. * This may be submitted in any format as long as it covers the items listed in the designated form. (3) Explanation of Representative Research Achievements (Format 3-3) * This may be submitted in any format as long as it covers the items listed in the designated form. (4) Education and Instruction Performance List (Format 3-4) * This may be submitted in any format as long as it covers the items listed in the designated form. (5) External Funding Performance List (Format 3-5) * This may be submitted in any format as long as it covers the items listed in the designated form. (6) Social Contribution Performance List (Format 3-6) * This may be submitted in any format as long as it covers the items listed in the designated form. (7) Summary of research achievements (around one A4 pages in any format) (8) Summary of past educational achievements and educational plans if appointed (around two A4 pages in any format) (9) Summary of past social contributions and organizational management activities, and aspirations if appointed (around one A4 page in any format) (10) Names and contact information of two experts to whom inquiries can be made about the applicant  * Please download the designated format and instructions from the following website: <a href="https://www.houjin-tmu.ac.jp/en/recruit_teacher/tmu/">https://www.houjin-tmu.ac.jp/en/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 (10) 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 (0735 ConsEco)." *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:kyoinkobo-center@mj.tmu.ac.jp">kyoinkobo-center@mj.tmu.ac.jp</a>
Submission Deadline	<b>Must Arrive by Tuesday, July 22, 2025 Japan Standard Time</b>
Selection Process	First Screening: Document screening. There may be instances where we contact you online to verify the content of your application materials. Second Screening: An interview (in Japanese) will be held at the TMU campus after mid-September for those who pass the first screening. Applicants will also be asked to give a research presentation (in English) and a mock lecture (teaching demonstration for undergraduate students in Conservation Ecology, in English). 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 Public 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 Establishment Preparation Section, Planning and Coordination Division, Establishment Preparation Department, Tokyo Metropolitan Public University Corporation TEL 042-677-1111 (representative) E-Mail <a href="mailto:info-preoffice@mj.tmu.ac.jp">info-preoffice@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)
Note1	※If selected through this recruitment, from the 2028 academic year onwards, you will belong to and work at the new international faculty. ※Please refer to our university website ( <a href="https://www.tmu.ac.jp/english/education/english-taught_degree_programs/new-initiatives.html">https://www.tmu.ac.jp/english/education/english-taught_degree_programs/new-initiatives.html</a> ) for the updated information regarding the new international faculty.
Note2	Public University Corporation Tokyo Metropolitan University changed its corporate name to Tokyo Metropolitan Public University Corporation on April 1st, 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="https://diversity.fpark.tmu.ac.jp/">https://diversity.fpark.tmu.ac.jp/</a>