

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

Job title	Associate Professor
Number of Positions	One
Date of Appointment	1st April 2025
Affiliation and Location	Tokyo Metropolitan University Faculty of Science, Department of Biological Sciences Graduate School of Science, Department of Biological Sciences Minami-Osawa Campus (1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397, Japan)
Field of Expertise	Animal Ecology
Responsibilities (Courses scheduled to be in charge)	Mainly responsible for lectures and laboratory courses (including field courses) in Ecology (Undergraduate degree program). Responsible for supervision of graduate students (Graduate degree program). Responsible for administrative and management duties for the Graduate School of Science / Faculty of Science and the Department of Biological Sciences.
Qualifications	Applicants must meet all conditions below: (1) have a doctoral degree at the time of application. (2) demonstrate a high level of research achievement in the field of animal ecology. (3) be able to teach and supervise research in the doctoral program. (4) be able to deliver lectures and supervise research in English and Japanese. (5) be willing to participate actively in the Undergraduate Biology English Program (a degree program conducted in English) in the Department of Biological Sciences. (6) educate and supervise both Japanese and international students in the Department of Biological Sciences, with the aim of fostering human resources who will lead the next generation of life sciences.
Working Hours	A flexible work hour system for professional work applies, equivalent to 7 hours and 45 minutes per day.
Holidays	Two days 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 be at the end of the fiscal year in which the employee turns 65 years of age.
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	All application documents must be prepared in English. (1) Curriculum Vitae (Form 3-1) (2) Education and Research Performance List (Form 3-2) * This may be submitted in any format as long as it covers the items listed in the designated form. * Five representative papers from the list should be indicated by marks and the DOI should be provided. (3) Explanation of Representative Research Achievements (Form 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 (Form 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 (Form 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 (Form 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 (up to one A4 page in any format) (8) Proposed research plan if appointed (up to two A4 pages in any format) (9) Summary of past educational achievements and educational plans if appointed (up to one A4 page in any format) (10) Summary of past social contributions and organizational management activities, and plans if appointed (up to one A4 page in any format) (11) Names and contact information of two experts to whom inquiries can be made about the applicant.  * Please download the designated form and Entry Guidelines 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 (11) 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 (0608 Biol/AnimalEcol)." *After sending the email, if you do not receive a reply confirming receipt by the next business day after the submission deadline, please contact us.
Submission Address	kyoinkobo-rigaku@mj.tmu.ac.jp
Submission Deadline	<b>Must arrive by Monday, July 22, 2024, Japan time.</b>
Selection Process	First Screening: Document Screening. We may ask for a web conference to discuss particulars of your application documents. Second Screening: Interview (in English and Japanese) will be held on campus at TMU after mid-September for those who pass the first screening. Applicants will also be asked to give a research presentation (in English) and hold free discussions with undergraduate and graduate students (in English and Japanese). Note that details such as time and place will be notified individually to those who pass the first screening. * The travel and accommodation expenses for the second screening will be borne by the applicant. In addition, the result will be notified by the department.
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 Department of Biological Sciences, Tokyo Metropolitan University Professor, TAKAHASHI, Aya Tel. +81-42-677-1111 (ext. 3733) E-mail: ayat@tmu.ac.jp
Recruiter	Tokyo Metropolitan Public University Corporation
Passive Smoking Prevention Measures	No smoking is allowed on campus (except at the 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 institute in April 2018, for the duration of their existence.  In principle, the successful candidate will join the Laboratory of Animal Ecology in the Department of Biological Sciences (with Associate Professor Adam Cronin).  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>

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