

Faculty Position Available, Tokyo Metropolitan University

Position	Assistant Professor
Number of positions	1
Starting date	1 April 2025
Affiliation	Tokyo Metropolitan University (Undergraduate School) Department of Applied Chemistry for Environment, Faculty of Urban Environmental Sciences (Graduate School) Department of Applied Chemistry for Environment, Graduate School of Urban Environmental Sciences Minami-Osawa Campus (1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397, Japan)
Field of study	Computational Chemistry ・ Chemistry Informatics
Teaching	Basic Experiments in Environmental Applied Chemistry, Experiments in Environmental Applied Chemistry 1, Experiments in Environmental Applied Chemistry 2, etc.
Requirement	(1) Applicants must have or be expected to have a doctoral degree at the time of hire. (2) Familiarity with chemistry and ability to teach and conduct research in Japanese or English. (3) A person who can carry out education, research, social contribution, and organizational management with enthusiasm and responsibility. (4) Strong motivation and high ability to explore new research fields such as prediction of unknown chemical reactions, material design, system design, precise analysis of experimental data, and machine learning.
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
Allowance	(1) Annual salary system. Salary will be determined according to the university employment policy.(Commensurate with experience. Salary increases are available). (2) Commuting allowance, etc. shall be granted in accordance with the Rules of Payment for University Teachers of Tokyo Metropolitan Public University Corporation and the Rules on Commuting Allowance of Tokyo Metropolitan Public University Corporation. (3) Retirement allowance will be paid at the time of retirement and shall be granted in accordance with the Rules on Retirement Allowance of Tokyo Metropolitan Public University Corporation.
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 old).
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) Education and Research Performance List (Form 3-2) *Research achievements can be submitted in any format, as long as the items listed in the designated form are covered. (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) Research Plan (Form 3-7). (8) Post-employment activity plan concerning education, research, and social contribution (within 2,000 words; free format). (9) List noting the names, titles, and contact information of several knowledgeable persons who can serve as references for the applicant (free format). *Download the required forms and a Reporting Guide from the following website. https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/
Submission	The application should be sent to the address below via e-mail with the following subject heading: Application for Position in Department of Applied Chemistry for Environment (0616 Computational Chemistry ・ Chemistry Informatics). All application documents (1)–(9) should be combined into one PDF file (or one Word file) with the name of the applicant as the subject heading. The total file size should not exceed 20 MB. If you do not receive a confirmation of receipt within one week of sending the e-mail, please contact us.
Address to be sent	kyoinkobo-toshikankyo@jnj.tmu.ac.jp
Deadline for application	Application should arrive at the above office by 30/8/2024, Japan Time.
Selection procedure	The first-round selection will be based on the application files. Selected candidates will be invited to the second-round selection via meeting in 26/10/2024. Details of the time and place will be provided separately to those who pass the first-round. *The applicant will be responsible for any expenses for travel, accommodation, etc., that become necessary to participate in the secondary selection stage. Applicants will be notified of the result by the relevant organization in charge.
Contact address	◎For general inquiries concerning application: Personnel Division General Affairs Department, Tokyo Metropolitan Public University Corporation E-Mail kyoinsaiyo@jnj.tmu.ac.jp ◎For inquiries concerning the field of specialty: Professor Shoichiro Asayama, Department of Applied Chemistry for Environment, Faculty of Urban Environmental Sciences Tokyo Metropolitan University E-Mail asayama-shoichiro@tmu.ac.jp
Name of recruiter	Tokyo Metropolitan Public University Corporation
Measures against passive smoking	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. If the doctoral degree cannot be obtained by the starting date, the appointment will be cancelled. We are committed to enhancing diversity so that a diverse group of people, regardless of gender, disability, cultural differences, etc., can participate in activities at all levels of the university and be equally respected. Please refer to the following for the university's approach to diversity. https://diversity.fpark.tmu.ac.jp/

(Undergraduate School) Department of Applied Chemistry for Environment,
Faculty of Urban Environmental Sciences/
(Graduate School) Department of Applied Chemistry for Environment, Graduate School of
Urban Environmental Sciences

Tenure Review Procedures and Guidelines

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) A mid-review shall be made in the third year of employment.
- (3) In principle, the tenure review will be conducted in the fifth year.

Overview of a mid-review Guidelines

- (1) The basic criteria for tenure are overall excellence in “teaching,” “research,” “social contribution,” “Organizational Operation,” and “personality”. The review process consists interview.
- (2) The review will check the progress of the nominee in each of the areas of “teaching,” “research,” “social contribution,” “Organizational Operation,” and will also check the progress of the nominee in the area of “personality,” and will provide guidance and advice on future developments.

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 an interview and teaching demonstration. The final decision on tenure will be made based on the overall evaluation of the entire tenure review.