

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

Position	Assistant Professor
Number of Vacancies	1
Date of Appointment	April 1, 2026
Affiliation and Work Location	Tokyo Metropolitan University 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)
Specialization	Systematic Zoology, focusing on terrestrial invertebrates
Duties (Courses scheduled to be in charge)	The appointed candidate will be responsible for Experimental Courses and Field Practical Courses of Systematic Zoology. The appointed candidate may also be assigned to other practicals and classes related to biology.
Qualifications	Applicants must hold a PhD at the time of appointment, with a strong background and research achievements in Systematic Zoology, and demonstrate sufficient educational skills for teaching undergraduate and graduate students. The ability to teach students both in English and Japanese is required.
Working hours	Discretionary work system for professional work applies and working hours will be deemed as 7 hours and 45 minutes per day.
Vacation	Saturdays, Sundays, National holidays in Japan, and New Year holidays (December 29 to January 3 of the following year) *Subject to the Tokyo Metropolitan Public University Corporation Regulations.
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	Term of five years (one renewal is possible and post-renewal term of five years). Following term renewal, an examination will be held in the tenth year of employment, after which employment will not have a fixed term. For details, visit the TMU website ( <a href="http://www.houjin-tmu.ac.jp/recruit_teacher/tmu/">http://www.houjin-tmu.ac.jp/recruit_teacher/tmu/</a> ). ※Appointment does not extend beyond the end of the academic year in which the faculty member attains the retirement age (65).
Probation 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	Application documents must be written in Japanese or English. (1) Cover letter (any format) (2) Curriculum vitae (designated format, Form 3-1) (3) List of research and educational achievements (any format, but must include items and content specified in the designated format.) (4) Reprints or copies of up to five major research papers (If applying by email, please send a list of PubMed IDs (PMIDs) only. There is no need to attach PDF files of the papers.) (5) Explanation of representative research achievements (any format, A4, up to 2 pages. Please include the items and content in the designated format.) (6) List of educational achievements (any format, A4, up to 1 page. Please include the items and content in the designated format. Outreach activities may be included.) (7) List of external funding (any format, but must include the items and content in the designated format.) (8) List of social contribution activities (any format, but must include the items and content in the designated format.) (9) Plan for education, research and social contribution activities after employment (any format, A4, up to 2000 words.) (10) Outline of research plan after employment (any format, A4, up to 2 pages. The content may overlap with the "research" described in (9) but described in more details. Please include the items and content in the designated format, Form 3-7.) (11) Post-employment education plan (any format, A4, up to 2 pages. Please include a summary plan for field practices in Systematic Zoology (total 9 hours) for undergraduate students. The content may overlap with the "education and social activities" described in (9) but should be described in more details. (12) Names and contact details of at least two experts who can be contacted for reference regarding the applicant.  * During the selection process, we may request you to provide the names of additional experts who can be contacted for reference regarding the applicant. * For the designated forms, you can check all the documents from the 'Download Forms' section of the website below. <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 (12) 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 (0716_Systematic Zoology)." *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	E-mail address: <a href="mailto:kyoinkobo-rigaku@jmj.tmu.ac.jp">kyoinkobo-rigaku@jmj.tmu.ac.jp</a>
Deadline for application	Application should arrive at the above office by July 23, 2025, in Japan time.
Selection Process	The first-round selection will be based on the application files, and the search committee may contact the applicants to inquire about their applications using E-mail and/or web interview. The second-round selection will be held on from late August to late September for those who have passed the first-round selection. In the second-round selection, you will be interviewed and asked to introduce your previous and future research. In addition, you will be asked to give a presentation in both Japanese and English on the content of the class related to the Basic Biological Practice. The details of the time and place of the second-round selection, as well as the content and method of the presentation, will be communicated separately to those who have passed the first-round selection.  Note: Travel expense and accommodation fee are on the candidate account even if they are needed for the selection procedure. Applicants will be notified of the results of the selection process by the organization in charge.
Inquiries	©Regarding the application in general Personnel Division General Affairs Department, Tokyo Metropolitan Public University Corporation E-mail: <a href="mailto:kyoinsaiyo@jmj.tmu.ac.jp">kyoinsaiyo@jmj.tmu.ac.jp</a>  ©Regarding the specific field Prof. Takaomi Sakai Department of Biological Sciences Tokyo Metropolitan University 1-1 Minami-osawa, Hachioji-shi, Tokyo 192-0397, Japan TEL: +81-42-677-2575, FAX: +81-42-677-2559 E-mail: <a href="mailto:sakai-takaomi@tmu.ac.jp">sakai-takaomi@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	Your employment will be canceled if you are unable to obtain your doctoral degree by the date of employment.  After being hired, the successful candidate will be assigned to the Systematic Zoology Laboratory in the Department of Biological Sciences ( <a href="https://biol.fpark.tmu.ac.jp/">https://biol.fpark.tmu.ac.jp/</a> ), and will conduct research and education in cooperation with the faculty members currently assigned to the laboratory. The successful candidate will also be asked to cooperate in the management of the Department of Biological Sciences.  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. <a href="http://www.comp.tmu.ac.jp/diversity/index.html">http://www.comp.tmu.ac.jp/diversity/index.html</a>

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