

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

Position	Professor or Associate Professor
Number of Vacancies	1 person
Date of Appointment	1st April 2026
Affiliation and Work Location	Tokyo Metropolitan University [Undergraduate] Department of Civil and Environmental Engineering, Faculty of Urban Environmental Sciences [Graduate] Department of Civil and Environmental Engineering, Graduate School of Urban Environmental Sciences Minami-Osawa Campus (1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397 Japan)
Specialization	Civil Engineering Materials (Concrete Engineering) and related fields
Duties (Courses scheduled to be in charge)	Mainly responsible for lectures of the new program to be established in 2027. [Undergraduate] Civil Engineering Materials (Concrete Engineering), and other subjects and courses such as Specialized Subjects related to Civil Engineering Materials, Civil and Environmental Engineering Laboratory I and II, Civil Engineering Materials Seminar, and Thesis Supervision. [Graduate] Advanced Civil Engineering Materials, and Thesis Supervision, etc. 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	An applicant must meet the following six criteria: (1) Hold a doctoral degree at the time of application. (2) Be capable of conducting lectures, education, and supervision in English. (3) Possess an interdisciplinary perspective without being confined to spcialized fields or disciplines and be enthusiastic about education and research. (4) Be willing to actively engage in social contributions such as academic society activities and collaboration with local communities and industry-academia-government (public) sectors. (5) Be willing to contribute to the internationalization of the Department including collaboration and exchange with overseas universities, student exchanges, and the acceptance of international students. (6) Nationality is not a requirement, but individuals must have the willingness to communicate in Japanese.
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) *Regarding instructional ability and duty-related ability, please use Form 3-2. For research achievements, please use the attached Reference format(download below). <a href="https://www.houjin-tmu.ac.jp/wp/wp-content/uploads/2025/07/Reference-format_Research-Achievements.docx">https://www.houjin-tmu.ac.jp/wp/wp-content/uploads/2025/07/Reference-format_Research-Achievements.docx</a> (3) Description of representative research achievements (Format 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)  * 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 (7) 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 (0761 Civil Engineering Materials)." *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-toshikankyo@imi.tmu.ac.jp">kyoinkobo-toshikankyo@imi.tmu.ac.jp</a>
Submission Deadline	Must arrive by Friday, October 3rd, 2025, Japan Standard 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) in English on November 14-17. Online Interviews are available only for applicants currently residing outside of Japan. 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 kyoinsaiyo@mj.tmu.ac.jp  ◎Regarding the specific field Prof. Imamura, Head of the Department, Department of Civil and Environmental Engineering, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University TEL 042-677-2787 E-Mail imamura@tmu.ac.jp
Recruiter	Tokyo Metropolitan Public University Corporation
Passive Smoking Prevention Measures	No smoking is allowed on campus (except designated outdoor smoking areas)
Note	Please refer to the following for English-taught degree programs. <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>  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="https://diversity.fpark.tmu.ac.jp/">https://diversity.fpark.tmu.ac.jp/</a>

(Reference format)

## List of Research Achievements

Name ( )

Titles of books or papers.	Author Names	Publication date	Publisher, journal or conference
I (Books and other publications)			
1			
2			
3			
II (International journal with IF)			
1			
2			
3			
III (International journal, no IF, peer-reviewed)			
1			
2			
3			
IV (Japanese Journal, peer-reviewed)			
1			
2			
3			
V (Oral presentation, International conference)			
1			
2			
3			
VI (Oral presentations, Domestic conference)			
1			
2			
3			
VII (Other: reports, contributions, etc.)			
1			
2			
3			

Research achievements should be limited to those that are available; papers in submission and non-peer reviewed are not acceptable.

The following information should be included: name of author(s) (Underline your name, and put \* to a corresponding author), title of article, journal name (book title), volume number, pages, and year of publication (DOI (digital object identifier) of the published article should be included if available). For IF (Impact Factor) international journals, provide the IF value. For monographs, the name of the author(s), book title, page(s), place of publication, and year of publication should be given. For English-language monographs, the journal name and book title should be italicized.

\*Please describe your research achievements in the past ten years from the latest one.