

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

Position	Associate Professor
Number of Vacancies	1 person
Date of Appointment	1st April 2026
Affiliation and Work Location	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 )
Specialization	Functional organic chemistry
Duties (Courses scheduled to be in charge)	Organic-chemistry-related subjects, organic-chemistry-related experiments, etc.
Qualifications	An applicant must meet the following three criteria: (1) Hold a doctoral degree at the time of application. (2) Familiarity with chemistry and ability to teach and conduct research in English (desirably also in Japanese). (3) A person who can carry out education, research, social contribution, and organizational management with enthusiasm and responsibility.
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.
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	(1) Resume (Format 3-1) (2) List of Educational and Research Achievements (Format 3-2) *Research achievements can be submitted in any format, as long as the items listed in the designated form are covered. (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 (0764 Functional organic chemistry)." *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@mj.tmu.ac.jp">kyoinkobo-toshikankyo@mj.tmu.ac.jp</a>
Submission Deadline	Must arrive by Friday, September 26th, 2025, Japan Standard Time.
Selection Process	First Screening: Document Screening Second Screening: Applicants who pass the first round selection will be interviewed on Saturday, October 18th. Online Interviews are available only for applicants currently residing outside of Japan. Details of the time and place will be provided separately to those who pass the first round selection.  *The applicant will be responsible for any expenses for travel, accommodation, etc., that become necessary to participate in these secondary selection stage. Applicants will be notified of the result by the relevant organization in charge.
Inquiries	©For general inquiries concerning application: Personnel Division General Affairs Department, Tokyo Metropolitan Public University Corporation E-Mail <a href="mailto:kyoinsaiyo@mj.tmu.ac.jp">kyoinsaiyo@mj.tmu.ac.jp</a>  ©For inquiries concerning the field of specialty: Professor Wataru Setaka, Department of Applied Chemistry for Environment, Faculty of Urban Environmental Sciences Tokyo Metropolitan University E-Mail <a href="mailto:setaka-wataru@tmu.ac.jp">setaka-wataru@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	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>