

Recruitment Guidelines for Faculty Position at Tokyo Metropolitan University

Position	Professor or Associate Professor
Number of Vacancies	2
Date of Appointment	1st April 2026
Affiliation and Work Location	Department of Biological Sciences Minami-osawa campus (1-1 Minami-osawa, Hachioji-shi, Tokyo 192-0397 Japan)
Specialization	Biological Sciences
Duties (Courses scheduled to be in charge)	Teach lectures in undergraduate program, such as introductory levels of Ecology, Evolutionary biology, Genetics, and Systematics, or introductory levels of Molecular biology, Cell biology, Biochemistry, and Physiology. A total teaching load including a few laboratory courses will be 240 – 360 hrs per academic year. Participate in administrative and management duties for the Faculty of Science and the Department of Biological Sciences.
Eligibility	Applicants must meet all conditions below: (1) have a Ph.D or equivalent degree at the time of application. (2) have an experience of giving lectures and laboratory courses in undergraduate program at university or equivalent in the fields described above. (3) communicate with international students who cannot speak Japanese. (4) have fluent written and oral communication skills in English, and be able to deliver lectures in English. (5) be willing to participate actively in the Undergraduate Biology English Program (a degree program conducted in English). (6) educate both Japanese and international students in the Department of Biological Sciences, with the aim of nurturing future leaders in biological sciences.
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 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. Salary will be determined according to the university employment policy. (Commensurate with position, performance and duties. Salary increases are available.). (2) Commuting allowance and other benefits will be provided. *(1) and (2) are subject to the Tokyo Metropolitan Public University Corporation Teachers' Salary Regulations and the the Tokyo Metropolitan Public University Corporation's Commutation Allowance Regulations. (3) Retirement allowance shall be paid at the time of retirement in accordance with the Tokyo Metropolitan Public University Corporation's Retirement Allowance Regulations.
Term of Employment	Term of five years (non-renewable) For details, visit the TMU website (https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/). *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	Application materials should be written in English. (1) Curriculum Vitae (Form 3-1) (2) Education and Research Performance List (Form 3-2) * A different format can be used as long as it covers the items listed in the designated form. (3) Explanation of Representative Research Achievements (Form 3-3) * A different format can be used as long as it covers the items listed in the designated form. (4) PubMed ID list of three representative research papers (Files of the research papers are not required). (5) Education and Instruction Performance List (Form 3-4) (6) External Funding Performance List (Form 3-5) (7) Social Contribution Performance List (Form 3-6) (8) Outlines of future plans of teaching and outreach activities, including teaching statement and how to help undergraduate students becoming experts in biology (around 600 words in any format) (9) Lecture plans including contents and methods for two courses from the list in the above the 'Duties' section (in two A4 pages in any format) (10) Contact information of three references and two recommendation letters either in English or Japanese. * Please download the designated form and Entry Guidelines from the following website: https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/
Submission	Submit the following documents via email to the following "Submission Address": Please attach PDF files (or Word files) of items (1) to (10) to the email and send them all together. Please name the attached files with your name. Attachment files should not exceed 20 megabytes. If the attachment exceeds 20 megabytes, you can send them separately, making sure they do not exceed 20 megabytes per email. The email subject lines should be "Faculty Position Application Documents (0769 Biological Sciences)." *If you do not receive a reply confirming receipt of your submission by the next business day after the submission deadline, please contact us.
Submission Address	kyoinkobo-rigaku@jmi.tmu.ac.jp
Submission Deadline	Application should arrive at the above office by August 29, 2025, Japan time.
Selection Process	Initial Screen: Document evaluation. We may request a web meeting to discuss the details of your application materials. Second Screen: An interview in English will be held at the TMU campus in late-September or early-October for those who pass the initial screen. Candidates will also be asked to give a mock lecture or teaching demonstration for undergraduate students in English in a subject from the list in the above 'Duties' section. The search committee may request additional references from the candidates. Time and location will be notified individually to those who pass the initial screen. * TMU will not cover the travel and accommodation expenses for the second screen. 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, KAWAHARA, Hiroyuki Tel. +81-42-677-1111 (ext. 4367) E-mail: hkawa@tmu.ac.jp
Recruiter	Tokyo Metropolitan Public University Corporation
Passive Smoking Prevention Measures	No smoking is allowed on campus (except in designated smoking areas).
Note	The successful candidates will be provided an office space in the department, but will not be provided with a laboratory space or join a research laboratory. The successful candidates will teach their lecture immediately after their hiring from April, 2026. The successful candidates will not engage in graduate education. Approximate salary range: JPY8,000,000 – JPY11,000,000 for Professor and JPY7,000,000 – JPY9,000,000 for Associate Professor (commensurate with experience). The successful candidates may be asked to concurrently serve in the faculty that existed prior to the reorganization of the institute in April 2018, for the duration of their existence. TMU is committed to promoting diversity in order to create a welcoming and inclusive academic environment where individuals from diverse backgrounds, regardless of gender, disabilities, cultural differences and nationality, 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 https://diversity.fpark.tmu.ac.jp/

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