

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

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| Position | Associate Professor or Assistant Professor |
| Number of Vacancies | 2 person |
| Date of Appointment | The position is expected to begin on or after June 1, 2026, with the earliest possible start date preferred. |
| Affiliation and Work Location | Tokyo Metropolitan University (hereinafter referred to as TMU) Depending on the successful candidate's area of expertise, they will be affiliated with an appropriate faculty, graduate school, or research center. |
| Specialization | All academic disciplines, including Humanities, Social Sciences, and Natural Sciences. |
| Duties (Courses scheduled to be in charge) | In principle, the position is for research-only (the research topic is open to the applicant's discretion, and, in principle, there are no teaching obligations associated with the position). |
| Eligibility | Applicants must meet all of the following three requirements: (1) Those who possess a doctoral degree or are expected to obtain one by the date of employment. (2) Researchers enrolled at universities in USA. (3) Researchers with outstanding international research achievements. (eg: researchers whose publications rank among top 1% by citations in their field(s)). |
| 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. (2) Commuting allowances and other benefits will be provided. (3) Special allowance of 200,000 yen per month (2.4 million yen per year) will be provided. *(1) (2) and (3) are subject to the Tokyo Metropolitan Public University Corporation Teachers' Salary Regulations and the Tokyo Metropolitan Public University Corporation Commutation Allowance Regulations. (4) Retirement allowance shall be paid at the time of retirement in accordance with the Tokyo Metropolitan Public University Corporation Retirement Allowance Regulations. |
| Term of Employment | Term of five years (non-renewable): project-based appointment. 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 | (1) Curriculum Vitae (Form 3-1) *In the section for "Field/Position Opening," please specify your area of expertise or research field (by referring to the entry guidelines and examples in completing the form). (2) Research Performance List (*any format) *Please list the following information under the categories "Books," "Academic Papers," and "Others". -Title of Books, Academic Papers, and Other Publications -Name of Author (For works with multiple authors, please underline your name to clearly identify your authorship.) -Refereed or non-refereed -Date of publication or presentation -Name of publisher, journal, or academic conference (3) A PDF file of a representative research achievement (For books, a summary and a description of key features should be provided) (4) External Funding Performance List (Form 3-5) (5) Summary of previous research and future research plans (within 800 words; any format) (6) A list of referees with their names, titles, and contact details who can provide references for the applicant (any format) (For those who pass the first round of selection, we will select one person from the list of experts and request a letter of recommendation.) * Please download the designated form and Entry Guidelines from the following website: https://www.houjin-tmu.ac.jp/recruit_teacher/tmu/ |
| Submission | Applications must be submitted exclusively via the JREC-IN Portal web. Refer to the applicable job opening for details. Please ensure that you register as a user on the JREC-IN Portal in advance. Regarding the application documents, items (1) through (6) listed in the Application Documents section should be compiled into a single PDF file or a ZIP archive." |
| Submission Address | The recruitment information on the JREC-IN Portal is titled Full-time Faculty Position (Associate Professor/Assistant Professor) at Tokyo Metropolitan University – Open to All Fields Including Humanities, Social Sciences, and Natural Sciences. |
| Submission Deadline | Must arrive by Friday, November 14, 2025, Japan time. |
| Selection Process | First Screening: Document screening Second Screening: Interview will be held in early February, 2026 for those who pass the first screening. Interviews will be conducted online in principle. Note that details such as time will be notified separately to those who pass the first screening. For those who pass the first round of selection, we will select one person from the list of experts and request the expert to submit a letter of recommendation. Notification of the selection result will be provided through the JREC-IN Portal. Please check the "Application Status" section on the JREC-IN Portal. |
| Inquiries | ◎Regarding the specific field, specialization, duties, qualifications, application documents, selection process described in this announcement Vice President of Tokyo Metropolitan University Hirofumi Tsumura E-mail: tsumura@tmu.ac.jp ◎Other related matters Personnel Division General Affairs Department, Tokyo Metropolitan Public University Corporation E-mail: kyoinsaio@mj.tmu.ac.jp |
| Recruiter | Tokyo Metropolitan Public University Corporation |
| Passive Smoking Prevention Measures | No smoking is allowed on campus (except designated smoking areas). |
| Note | This recruitment is aimed at providing an environment where talented young researchers enrolled universities in USA can continue their research activities without interruption (for details, please refer to the attached sheet). Your employment will be canceled if you are unable to obtain your doctoral degree by the date of employment. *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 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.

履歴書

Curriculum Vitae

(Date: 20XX / XX/ XX)

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|--------------------------------------|---|---|---------------|--|---|---------------------------------|
| 応募分野・職位 Field/Position Opening | Artificial Intelligence, Machine Learning | Please indicate your area of expertise/research. | | 生年月日 Date of Birth | Born on: 20XX / XX/ XX | |
| フリガナ Furigana | ミヤコ トリツ | 性別 Sex | | 年齢 Age | ● years old | |
| 氏名 Name | Miyako Toritsu (First name) (Last name) | Female | | 国籍 Nationality | Japan | |
| フリガナ Furigana | | | | <input type="checkbox"/> Tel. | 042-XXXX-XXXX | |
| 住所 Address | 〒192-0397 1-1, Minami-Osawa 1-chome Hachioji-shi, Tokyo | | | <input type="checkbox"/> Fax | | |
| E-mail | XXXX@example.com | | | <input type="checkbox"/> 携帯 Mobile phone | 080-XXXX-XXXX | |
| その他TEL Other telephone | | | | | | |
| 歴史 Academic History | 期間 Period | 大学・大学院、学部・研究科 University/Graduate School Faculty/Graduate Program | | 学科・専攻、課程 Subject/Major, Course | 入学・卒業等 Enrollment, Graduation, etc. | |
| | Date: 20XX / XX / XX | University of ○○ | | Department of ○○ , Faculty of ○○ / School of ○○ | Enrollment | |
| | Date: 20XX / XX / XX | | | | Graduation | |
| | Date: 20XX / XX / XX | Graduate School of ○○ University | | Master's Program, Division of ○○ , Graduate School of ○○ | Enrollment | |
| | Date: 20XX / XX / XX | | | | Completion | |
| | Date: 20XX / XX / XX | | | | | |
| | Date: 20XX / XX / XX | Graduate School of ○○ University | | Doctoral Program, Division of ○○ , Graduate School of ○○ | Enrollment | |
| | Date: 20XX / XX / XX | | | | Completion | |
| 年月日 Date: | | | | | | |
| 年月日 Date: | | | | | | |
| 学位 Academic Degrees | 取得年月日 Date of Acquirement | 機関名 Name of Institution | 学位名 Degree | 資格 Qualifications | 名称(種別) Name (Classification) | 取得年月日 Date of Acquirement |
| | Date: 20XX / XX / XX | Graduate School of ○○ University | Ph.D./PhD | | ○○ Technology Engineer | Date: 20XX / XX / XX |
| 歴史 Career History | 期間 Period | 勤務先 Employer | | | | 職名・地位等 Title, Position, etc. |
| | Date: 20XX / XX / XX | ○○ Research Institute | | | | Research Fellow |
| | Date: 20XX / XX / XX | | | | | |
| | Date: 20XX / XX / XX | University of ○○ | | | | Assistant Professor |
| | Date: present | | | | | |
| | 年月日 Date: | | | | | |
| 年月日 Date: | | | | | () | |

| 所属学会等 Academic Society Membership, etc. | 年 月 Date | 事 項 Item | | | | | | | |
|---|------------------------|-----------------------|---|--------------------------|---|------------------|-------------------|----------------|------------|
| | Date: 20XX / XX / XX | Member of ○○ | | | | | | | |
| | Date: present | | | | | | | | |
| | Date: 20XX / XX / XX | Ordinary Member of ○○ | | | | | | | |
| | Date: present | | | | | | | | |
| | 年 月 日 Date: | | | | | | | | |
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| 受賞歴等 Awards etc. | 年 月 Date | 事 項 Item | | | | | | | |
| | Month & Year: 20XX/ XX | The ○○ Award | | | | | | | |
| | Month & Year: 20XX/ XX | ○○ Research Award | | | | | | | |
| | 年 月 Month & Year: | | | | | | | | |
| 刑事罰・処分歴等 Criminal penalties and punishment history | 年 月 Date | 事 項 Item | | | | | | | |
| | 年 月 Month & Year: | | | | | | | | |
| | 年 月 Month & Year: | | | | | | | | |
| 職務の状況 Circumstances of Duties | 勤務先 Employer | 職名 Title | 所属部局名 Name of Organization or Department | 担当科目名 Subjects Taught | 毎週担当授業時間数 No. of Weekly Lesson Hours | | | 備 考 Remarks | |
| | University of ○○ | Assistant Professor | Department of ○○ | Introduction to AI | 専任 Full-Time | 兼担 Additional | 兼任 Con-current | | 計 Total |
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| 科研費取得中の有無 (申込日現在) Currently Received Grants-in-Aid for Scientific Research (as of Date of Application) | 有 Yes | ・ | 無 No | ・ | | | | | |

【記入上の注意 : Instructions】

- ※ 「西暦」表記かつ古いものから順番に記載してください。行が足りない場合には追加してください。
- ※ Please write the dates in the Gregorian calendar, starting from the oldest to the newest. If there are not enough lines, please add more.
- ※ 過去に学生等に対するセクシュアルハラスメント・性暴力等を原因として懲戒処分、分限処分及び措置を受けた場合には、処分の内容及びその具体的な事由も刑事罰・処分歴等欄に必ず記入すること。
- ※ If you have received disciplinary action, reprimand or measures in the past for sexual harassment or sexual violence against students, etc., be sure to enter the details of the disciplinary action and the specific reasons for it in the "Criminal penalties and punishment history" section.

I hereby pledge that the information provided in this form is complete, true, and correct. I understand that any false statement in this document may result in the cancellation of the appointment or any other disciplinary action.

Date: 20XX / XX / XX

Applicant's name in block letter: Miyako Toritsu

Signature: Miyako Toritsu

Measures for researchers enrolled at universities in USA

On June 13, 2025, we announced the follow-up report titled “Response to Researchers and International Students Enrolled in U.S. Universities”.

We are pleased to announce that we have begun the application process, which is open until November 14.

(Reference)

● Announced on June 13, 2025

Response to Researchers and International Students Enrolled in U.S. Universities(Follow-up)
(<https://www.houjin-tmu.ac.jp/topics/topics18325/>)

● Announced on May 30, 2025

Response to International Students and Researchers Enrolled in U.S. Universities(Message from the President)

(<https://www.houjin-tmu.ac.jp/topics/topics18216/>)