

Job posting: Part-time Lecturer to teach a course on “Introduction to Ecology” at the University of Tokyo, College of Arts and Sciences

1. Job title and number of positions: Part-Time Lecturer (a few positions available)
2. Appointment starting date: April 1st, 2025
3. Appointment duration: Until the end of September, 2025.
4. Appointment renewal: Renewal may be possible, depending on the circumstances with respect to the next year’s course planning.
5. Location: The University of Tokyo Komaba Campus (Address: 3-8-1, Komaba, Meguro-ku, Tokyo)
6. Affiliation: The University of Tokyo College of Arts and Sciences (PEAK Junior Division)
7. Job description: Teaching a course on “Introduction to Ecology” and/or other related courses. This course is an elective course delivered as part of the Programs in English at Komaba (PEAK) at the College of Arts and Sciences.
8. Working days: The appointed lecturer will teach one or two sessions a week for the coming S-Semester or S2 Term, respectively. The time period and the day of the week for this teaching are to be determined.

Notes: S-Semester refers to the period starting at the beginning of April until the middle of August that includes 13 weeks of lectures, examination weeks, and grading weeks. S2 Term means the second half of the S-Semester with seven weeks of two sessions in each week.

9. Working hours: Determined in accordance with the University rules.
10. Holidays etc.: Saturdays, Sundays, national holidays, and others, including days determined by the University rules. Note that some national holidays can be used for regular classes, and that in such cases, replacement of non-working days should be considered within the same week.
11. Compensation: 6,000 or 4,000 Yen per hour, depending on the applicant’s professional experience. Each class session (90 or 105 minutes) is interpreted as 2 hours of work, which is a basis for the total compensation calculation.
12. Other compensation: Compensation for travel expenses is provided in accordance with the University rules. Note that the rule sets a limit on the distance: Long-distant commuting may not be compensated.
13. Social and labor insurance: Not provided.
14. Eligibility: The applicant needs to satisfy the following criteria.
  - 1) Doctoral degree in the field of ecology or other related fields is needed at the time of the appointment. Note that with respect to the degree, scheduled conferral by the end of March, 2025 is acceptable.
  - 2) The applicant needs to be fluent in English and capable of teaching the course in English.
  - 3) The applicant is expected to contribute to UTokyo’s education with zeal and effort.
15. Documents to be submitted: The following four items should be submitted in the form of PDF.
  - 1) CV (The University of Tokyo Standard Resume Format should be used, which can be downloaded at the following URL: <https://www.u-tokyo.ac.jp/ja/about/jobs/r01.html> or <https://www.u-tokyo.ac.jp/en/about/jobs.html>. Be sure to use “Standard Resume Format”, and do not use “the University of Tokyo Resume Format (for Part-time Lecturers)”.) Please ensure that any teaching experience is elaborated in the CV.

- 2) List of academic achievements. Be sure that achievements are listed in accordance with each category: journal papers, books, conference presentations, etc.
  - 3) Two achievement examples. (Note that if it is a book that cannot be converted to a PDF file, or if the file is too large to upload as a PDF file, notify us so that we can ask you to send it by post later.)
  - 4) Name, affiliation, and contact info (e-mail address and phone number) for 2 references.
16. Submission deadline: Thursday, 31st, October, 2024 (by 24:00pm, Japan Standard Time)
17. Submission URL and contact info:
- 1) PDF files should be uploaded at the following URL:  
[https://univtokyo-my.sharepoint.com/:f/g/personal/1662048203\\_utac\\_u-tokyo\\_ac\\_jp/EoHd3y968YNGmNBetqBW1IABcDVKJMGSGvW4UEtB-uyUlw](https://univtokyo-my.sharepoint.com/:f/g/personal/1662048203_utac_u-tokyo_ac_jp/EoHd3y968YNGmNBetqBW1IABcDVKJMGSGvW4UEtB-uyUlw)
  - 2) Concurrently, notify us of your submission by email to:  
pjbkyomu24[at]gmail.com ([at] should be replaced by @)  
Prof. Akira Maeda  
PEAK Junior Division Academic Affairs Faculty, College of Arts and Sciences, The University of Tokyo
- Notes:
- (a) The subject line of the email notification should be “Application to Part-time Lecturer position for the ecology course”
  - (b) Notification of receipt of applications will be provided, which the applicant needs to confirm. If no notification is received from us within 1 week of submission, it may indicate the possibility of unsuccessful delivery. It is the applicant’s responsibility to reconfirm their submission by resending the email and/or making a call to our office at +81354657740 if this is the case.
18. How the selection is done:
- Document screening and, if necessary, interview in person or online. Note that in the case of in-person interview, compensation for traveling expenses for attendance is not provided. Be advised that applicants should complete their submission without waiting for the final day of the above-mentioned deadline, as the document screening may commence before the deadline, depending on the circumstances.
19. Entity in charge of this job posting: The University of Tokyo, National University Corporation
20. Measures against passive smoking: Smoking is prohibited on the campus except a few designated outdoor locations.
21. General notes:
- 1) Regardless of the outcome, reasons for the selection results will not be explained.
  - 2) Personal information received through this application process will not be used for purposes other than for the application.
  - 3) The University of Tokyo respects equal opportunities in its recruitment process through its commitment to inclusion, diversity and equity.
  - 4) The University observes Japan’s Foreign Exchange and Foreign Trade Act (Act No. 228 of 1949): Some applicants who have any personal contracts with foreign corporations or governments or who are receiving money or significant benefits from foreign governments or alike can be judged as persons whose access to some University’s shared technologies and

related knowledge should be limited, which may result in the difficulty in teaching activities at the University. If it is the case, the applicant can be requested to rearrange their current contract or the receipt of benefits in question so that they cannot be obstacles to their teaching at the University.

5) Class hours at the College of Arts and Sciences are set as follows:

(90-min classes):

Period 1	8:30-10:00
Period 2	10:25-11:55
Period 3	13:15-14:45
Period 4	15:10-16:40
Period 5	17:05-18:35
Period 6	19:00-20:30

(105-min classes):

Period 1	8:30-10:15
Period 2	10:25-12:10
Period 3	13:00-14:45
Period 4	14:55-16:40
Period 5	16:50-18:35
Period 6	18:45-20:30