

College of Arts and Sciences, The University of Tokyo
Recruitment Information for Project Associate Professor (Fixed-Term Project Academic and Administrative Staff)

1.	Title and Hiring Numbers	Project Associate Professor, One position
2.	Term of Employment	April 1, 2023 to March 31, 2025
3.	Renewal of Contract	Your employment agreement may be renewed. However, your employment agreement will be renewed only once and the renewed term will end on March 31, 2027. Renewal of the agreement will be determined by the following factors: All relevant factors, such as progress of the work assigned to you, your performance, work record, and attitude, your medical conditions, budget status, and/or the amount of the work at the end of the term.
4.	Probation Period	6 months from the date of employment
5.	Place of Work	Graduate School of Arts and Sciences, The University of Tokyo (3-8-1 Komaba, Meguro-ku, Tokyo)
6.	Affiliation	Center for International Exchange * Your affiliation may be changed subject to necessity of the business.
7.	Contents of Work Duties	The Graduate School of Arts and Sciences/College of Arts and Sciences launched "Global Faculty Development (GFD)," a faculty development program focused primarily on courses offered in languages other than Japanese (mostly English) in 2015. The College is seeking a qualified scholar/practitioner who can contribute to the improvement of our non-Japanese medium courses by developing and managing GFD. The prime responsibilities of the position entail managing GFD, including organizing conferences and running various seminars, inviting scholars from abroad, developing and maintaining a website, liaising with stakeholders on campus, editing academic publication materials related to teaching and learning, developing and delivering courses and educational materials related to teaching and learning, both on campus and online and any other activities related to facilitating faculty development at the College. Please find more information about the Global Faculty Development Program at http://www.gfd.c.u-tokyo.ac.jp/
8.	Working Hours	Discretionary work system for professional work applies and working hours will be deemed as 7 hours and 45 minutes per day.
9.	Days off	Saturdays, Sundays, Holidays, and the year-end and New Year holidays (December 29 to January 3)
10.	Leave	Annual Paid Leave, Special Leave, etc.
11.	Wages, etc.	Annual Salary System applies and monthly paid salary will be around JPY 500,000 to JPY 700,000 including performance / achievement allowance. (The salary will be decided taking your qualifications, capacity, experience etc. into account. Commuting Allowance (basically up to JPY 55,000)

12.	Insurance	You will be automatically enrolled in the insurance from the Mutual Aid Association of MEXT (Ministry of Education, Culture, Sports, Science and Technology) and Employment Insurance.
13.	Qualification Requirements	<p>1) Advanced language skills in both Japanese and English. Sufficient English to conduct faculty development (and in any other additional languages, if possible), and Japanese language competency to carry out administrative duties and liaise with colleagues. Please indicate your language skills on the C.V.</p> <p>2) Experience in research and teaching in an international context (with a focus on areas such as faculty development, intercultural communication and others).</p> <p>3) Experience of study abroad in undergraduate and/or graduate schools for a minimum of one year.</p> <p>4) Experience of having taught in languages other than Japanese in higher education.</p> <p>5) Doctoral degree or equivalent experience in a relevant field.</p>
14.	Documents to be Submitted	<p>1) Cover letter</p> <p>2) The University of Tokyo Standard Resume (Please download the resume from the website below.) https://www.u-tokyo.ac.jp/en/about/jobs.html</p> <p>3) List of research accomplishments including publication list.</p> <p>4) Up to three publications (one copy of each).</p> <p>5) Outline of faculty development-related experiences.</p> <p>6) Statement detailing faculty development projects in English (and/or other languages) you would wish to undertake within the context of the GFD program at the College of Arts and Sciences, the University of Tokyo. Write in Japanese and English. Maximum two pages each on A4 or letter-size paper.</p> <p>7) Contact details for two academic referees</p>
15.	Submission Method	<p>[Online submission] Upload the electronic file of above documents using the link below. https://forms.gle/4PJyqBtz2UnTN7br7 * Please note that a Google account is required to upload documents.</p> <p>[Postal mail submission] Please send to:</p> <p>GFD Committee Globalization Office Center for International Exchange Graduate School of Arts and Sciences College of Arts and Sciences The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902</p>

		<p>The applicants are asked to send applications by registered post and print "Application for Project Associate Professor" in red on the envelope.</p> <p>Please note that the submission documents will not be returned.</p>
16.	Application Deadline	<p>Applications must arrive by 4pm on 7th October 2022 (Friday). After screening of application materials, interviews of selected applicants will be conducted. For applicants residing abroad, the interview will be done electronically by video conference. Those residing in Japan will be asked to come to the University of Tokyo for an interview. Travel expenses must be paid by the applicant.</p>
17.	Contact	<p>Professor Richard Shefferson Director, Global Faculty Development Committee Graduate School of Arts and Sciences College of Arts and Sciences The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902 E-mail: cdorm [at] g.ecc.u-tokyo.ac.jp Replace [at] with @.</p>
18.	Name of Recruiter	The University of Tokyo
19.	Other	<p>Personal information obtained will only be used for recruitment purposes. We welcome proactive application from women in accordance with “The University of Tokyo, Declaration for Promoting Gender Equality (March 3, 2009) .”</p>