



August 6, 2020

## Faculty Open Position(s)

### 1. Affiliation (Appointment)

Academy of Hiroshima University (Graduate School of Biomedical and Health Sciences)

### 2. Position(s) and the number of opening(s)

Assistant Professor, one (1)

### 3. Commencing date of employment

The earliest possible date from April 1, 2021

### 4. Terms of employment

Period of employment: Five (5) years

- (1) Tenure-track faculty members will undergo a tenure review within six (6) months prior to completion of the term of appointment, and those who have successfully passed the review process will be granted tenure along with promotion to Lecturer.
- (2) Granting a candidate for tenure is subject to two reviewing processes: an intermediate and final review. If a candidate is not granted tenure in final review, he/she will be dismissed from the university upon completion of the term of appointment.
- (3) If a candidate has taken a leave because of some life events such as delivering a baby, child-raising and caregiving, he/she may extend the term of appointment up to certain period according to the length of such leave.

### 5. Field of specialization

Gerontological and Community-Based Occupational ETQ00011(nJETQ EMC /Span 4(ETQ00011(nJ

Occupational Therapy, Advanced Seminar on Applied Sciences of Occupational Therapy, etc.

- (5) In addition to the courses listed above, he or she may be asked to teach other general education courses and/or discipline specific courses in other department(s) and graduate school(s).

## 7. Qualifications

Applicants must satisfy all of the following requirements:

- (1) Hold a doctorate or an equivalent degree by the time the appointment begins
- (2) Have over 5 years of experience practicing occupational therapy and a license to practice occupational therapy
- (3) Have experience in clinics and research related to occupational therapy with elders
- (4) Be able to give lectures and academic supervision at the graduate level (master's program students)
- (5) Be able to teach classes and supervise students in English

## 8. Application materials required

- (1) Recommendation Letter (Free format)
- (2) Curriculum Vitae (Form 1)
- (3) List of Achievements (Form 2)
- (4) Summary of 3 Major Publications (Free format )
- (5) Statement of intent (Please describe your interests in teaching and research as well as your mid- to long-term research plan in approximately 1,000-1,500 words, should you take this position.) (Free format)
- (6) Reprints or photocopies of 3 major publications and doctoral thesis/Master thesis

\* All of the above documents must be written in English or Japanese.

\* The application form is available on the following web site.

<https://www.hiroshima-u.ac.jp/en/employment/kyoinkobo/bhs>

## 9. Application deadline

All application materials must reach us by 5 pm on October 30, 2020 (Japan time).

## 10. Address to Which to Send Application Documents

All application documents should be sent by registered mail to:

Personnel Affairs, General Affairs Group, Kasumi Campus Management Support  
Office, Hiroshima University

1-2-3, Kasumi, Minami-ku, Hiroshima 734-8553, JAPAN

\* Write in red "Application (Gerontological and Community-Based Occupational Therapy)" on the envelope.

\* Please submit CD-R with “Form 1,Form 2” saved in Excel format.

\* Submitted application documents will not be returned.

#### 11. Selection procedure

- (1) Selection will be made based on all application documents submitted.
- (2) Interviews will be conducted as needed. As a general rule, we will conduct simulated lessons in English. In such cases, please note that travel expenses will be the responsibility of the applicant. Applicants who pass the initial document review will be informed of interview date, time and format.
- (3) Hiroshima University promotes a gender-equal society in accordance with the legislative intent of the Basic Law for a Gender-Equal Society.

#### 12. Employment status

- (1) If you are agreeable to the application of the Discretionary Labor System for Professional Work, you are deemed to work for 7 hours and 45 minutes a day and 38 hours and 45 minutes a week. If not, working hours are from 8:30 to 17:00 (from Monday to Friday) and break time is from 12:00 to 12:45.
- (2) Workdays are from Monday to Friday (excluding public holidays) in principle.
- (3) Holidays are Saturdays, Sundays and public holidays in principle.

#### 13. Salary, etc.

- (1) The annual salary system (the new system enforced in April 2020) will be applied to the successful candidates.
- (2) Successful candidates may be reimbursed for travel expenses incurred for the trip from their home or former place of work to the new place of work to assume their post in accordance with the relevant regulations of Hiroshima University. For more information, please contact us.

#### 14. Evaluation

We conduct individual performance evaluations for all Hiroshima University faculty members after their employment, numerically rate their performance, and salary and benefits are commensurate with performance indicators.

#### 15. Employer

Hiroshima University

#### 16. Miscellaneous

- (1) Probationary employment period: six (6) months
- (2) Personal information obtained from application documents will not be used or

provided to any third party for purposes other than the necessary procedures related to personnel affairs, salary, and welfare.

- (3) All the faculty members of Hiroshima University belong to the "Academy", which is the single university-wide faculty organization, and each faculty as a member of the Academy of the University is appointed to educational and/or research organizations such as an individual undergraduate school, graduate school, research center and institute.
- (4) For each specialized field of faculty, Hiroshima University has defined Minimum standards for hiring new faculty ("the minimum standards"). We use the minimum standards for the initial screening process of the applicants, and only those who have cleared the minimum standards will qualify as the candidates for the post concerned. The minimum standards used for this international job offer can be viewed by clicking the following URL link.  
<https://www.hiroshima-u.ac.jp/en/employment/kyoinkobo/>
- (5) HU provides other employment information (research job, desk job and etc.). If your spouse wishes to work for HU, please refer to the following URL link.  
employment information: <https://www.hiroshima-u.ac.jp/en/employment/>

## 17. Contact

Professor Hideaki Hanaoka, Hiroshima University Graduate School of Graduate School of Biomedical and Health Sciences

Tel: 082-257-5400

Fax: 082-257-5400

E-mail: [hhanaoka@hiroshima-u.ac.jp](mailto:hhanaoka@hiroshima-u.ac.jp)