

Hiroshima University (HU) herewith makes an open international job offer and seeks to appoint Associate Professor with tenure; Associate Professor/Assistant Professor on Tenure Track System in the research area of admissions system. This position is based on the 'Policy for recruiting/cultivating excellent faculty members'. The university introduced this policy to create a secure environment in which junior-positioned faculty members can concentrate on their research/education.

The post above has been newly created at HU to enable the promotion of the applicant to the senior position of Associate Professor on the condition that he/she passes the tenure-track review before the tenure-track period expires. Such a system assumes that the recruited person will settle down in one place so that he/she can dedicate himself/herself to research and education in accordance with his/her proposed research.

Therefore, when processing an application for recruitment, we evaluate not only each applicant's performance on research/education, but also the contents and the scope of his/her research plan. Thus, we assess whether or not the applicant's research plan is mid-to-long term (i.e. about 10 years) in scope, exceeding the tenure-track period. At the time of the review for the tenured promotion, we comprehensively evaluate the applicant's achievements during his/her term at HU and the future prospect of his/her research.

HU provides startup support money for assistant professors. By assigning a mentor to each newly-recruited faculty member on tenure track, HU continues to develop an environment where such faculty member can engage himself/herself in research activities independently. In case the recruited member does not secure tenure, he/she will be able to extend his/her term of employment for up to one year as a specially appointed faculty member. The special

Date: December 17, 2024

## Faculty Open Position(s)

### 1. Affiliation (Appointment)

Associate Professor, Assistant Professor (Academy of Hiroshima University (Office of Admissions)), or Research Manager\*(Office of Admissions), one (1)

(Depending on the result of the performance reviews of the applicant at the time of employment, he/she may be decided on any of the following titles: Associate Professor with tenure; Associate Professor/Assistant Professor on Tenure Track System; Research Manager (Associate Professor/Assistant Professor (Special Designation)))

\*Staff engaged in work (including research) necessary for the operation of Office of Admissions

### 2. Work location

Higashi-Hiroshima Campus 1-3-2 Higashi-Hiroshimashi Kagamiyama  
Other places of work designated by the University.

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

Associate Professor or Assistant Professor, one (1)

(Depending on the result of the performance reviews of the applicant at the time of employment, he/she may be decided on any of the following titles: Associate Professor with tenure; Associate Professor/Assistant Professor on Tenure Track System)

or

Research Manager, Office of Admissions, one (1)

### 4. Commencing date of employment

April 1, 2025

### 5. Terms of employment

Tenure-track position(s) Period of employment

- 7 years (in case that tenure-track Associate Professor gets promoted to tenured Associate Professor)
- 5 years (in case that tenure-track Assistant Professor gets promoted to tenured Associate Professor)

- (1) Tenure-track faculty members will undergo a tenure review at least six (6) months or more in advance of the expiration date of appointment, and those who have successfully passed the review process will be granted tenure along with promotion either to associate professor.
- (2) Granting a candidate for tenure is subject to two reviewing process: 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.

#### Research Manager:

- (1) Period of employment

From April 1, 2025 to March 31, 2030

(Until March 31, 2028 if you do not have a doctoral degree (the employment period may be extended to March 31, 2030, based on work performance, etc.))

- (2) Conversion to a labor contract without a fixed term

Those who are evaluated as having excellent work performance in the final review will be converted to indefinite-term employment.

#### 6. Planned Responsibilities

(Immediately after hiring)

- (1) Duties related to develop admissions system of Hiroshima University and student admissions ( question creation, grading, interviewers, etc.).
- (2) Duties related to the administration and management of the entire university, graduate schools, faculties, centers, etc. (participation in various meetings, activities as a member of various committees, etc.).
- (3) Duties related to research in “7. Field of Expertise”.
- (4) Other duties as directed by the head of the educational and research organization.

(Scope of changes)

Tasks determined by the university.

#### 7. Field of specialization

Admissions system

## 8. Teaching responsibilities

None

\*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).

## 9. Qualifications

Applicants must satisfy all of the following requirements:

- (1) Hold a doctorate or an equivalent degree by the time the appointment begins (This requirement does not apply to research manager)
- (2) Be able to develop admissions system of Hiroshima University
- (3) Be able to analyze data on entrance exam and other related issues
- (4) Be able to be engaged in public relations for student recruitment within Japan
- (5) Have knowledge about senior high school and articulation between high school and university both in Japan and foreign countries

## 10. Application materials required

- (1) Resume (use the specified forms as shown on the website / Please remember to attach your photo on the CV)  
If you have a history of being employed by Hiroshima University (as a TA, RA, researcher, etc.) in the past five years, be sure to state all positions you have held.
- (2) List of publications and oral presentations (Number each publication/presentation, and underline the numbers of refereed articles. Affix an asterisk (\*) to the numbers of your five major publications or presentations.)
- (3) Five major publications or presentations (Reprints, photocopies, or books)
- (4) Major educational activities and teaching experience (approximately 0,000 words)
- (5) Major social contributions (approximately 0,000 words)
- (6) Major activities in university/institutional management and administration (approximately 0,000 words)
- (7) List of acquired external funding over the last five years
- (8) Statement of intent (Please describe your interests in teaching and research as well as your mid- to long-term research plan in approximately 2,000-3,000 words, should you take this position.)
- (9) Your Researcher ID or ORCID information (in any format)  
N.B. The ID above or ORCID information can be confirmed from Clarivate Analytics or ORCID website.

## 11. Application deadline

All application materials must reach us by [05:00 pm on Day of week, 1/16/ 2025 (Japan time)].

12. Please send all application documents to the following address

Professor MIZUTA Tsutomu

Director of Office of Admissions, Hiroshima University

1-3-2 Kagamiyama, Higashi-hiroshima 739-8511, JAPAN

- \* Print in red “Application documents for faculty/staff open position in the Office of Admissions,” on the envelope containing the application documents and send it by registered mail.

13. 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.

14. Employment status

Associate Professor/Assistant Professor:

- (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. 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.

Research Manager:

- (1) Working hours

7 hours and 45 minutes per day, 5 days a week, 38 hours and 45 minutes per week  
Workdays are from Monday to Friday; 8:30-17:15 (Break 12:00-13:00)

If you are agreeable to the application of the Discretionary Labor System for Professional Work, you are deemed to work 7 hours and 45 minutes a day, and 38 hours and 45 minutes a week.

- (2) Holidays are Saturdays, Sundays, public holidays and year-end and New Year holidays (December 29 to January 3).

15. Salary, etc.

Associate Professor/Assistant Professor:

- (1) The annual salary system (II) which was enforced in October 2021 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.

Research Manager:

- (1) The annual salary system (II) which enforced in October 2021 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.
- (3) Retirement allowance will be calculated assuming that the employee is subject to Regular Salary Table for General Employees.

Hiroshima University has introduced a system whereby researchers' personnel expenses are paid out of direct expenses such as competitive research grants and joint research grants, and the obtained research financial resources can be used to improve the treatment of researchers themselves (additional Salary) and to improve the research environment.

## 16. Evaluation

Associate Professor/Assistant Professor:

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.

Research Manager:

In the third year after hiring, an intermediate evaluation will be conducted on the work performance since hiring. A final review

- (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. Application documents of applicants whom we have decided not to employ will be returned to those applicants in an appropriate manner, after the completion of relevant selection processes.
- (3) The retirement age is 65 years old.
- (4) 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.
- (5) Faculty members may also be assigned to teaching and/or research activities in other organizations of Hiroshima University and university-wide projects.
- (6) 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/>
- (7) 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/>
- (8) Hiroshima University has been entirely smoke-free from January 2020.

## 19. Contact

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