



Associate Professor/Assistant Professor of Public Policies in Japan/Asia

Saitama University, Graduate School of Humanities and Social Sciences

Location: Saitama and Tokyo

Salary: Dependent upon skills and experience

Hours: Full Time

Contract: Permanent / Temporary

Placed on: October 27, 2016

Closing date: 16 December 2016

Scheduled hiring date: October 1, 2017

Applications are invited for an Associate Professor or Assistant Professor in Public Policies in Japan/Asia.

Saitama University, a national university in Japan, is seeking applicants for a full-time position in the field of Public Policies in Japan/Asia, at the associate professor or assistant professor level in the Faculty of Economics and the Graduate School of Humanities and Social Sciences.

Saitama University is now extensively enhancing its research and teaching in human resource development, including through the creation of various curricula for developing global leaders. As part of this strategy, the Faculty of Economics and the newly established Graduate School of Humanities and Social Sciences are intensifying education to develop individuals who can work worldwide on the basis of their knowledge of social sciences.

The successful candidate will be committed to teaching courses in English and supervising both undergraduate and graduate student theses. A willingness to contribute to ongoing and future research projects related to public policies is also desirable.

1. Affiliation:

Department of Economics and Management, Graduate School of Humanities and Social

Sciences

Note: The Graduate School of Humanities and Social Sciences was established in April 2015 by merging the Graduate Schools of Economics and of Cultural Science.

2. Position:

Associate Professor or Assistant Professor

3. Main Responsibilities:

- (1) Teaching. The successful candidate will teach a full-time load, including thesis supervision. The courses to be taught are: Introduction to Public Policies, Public Policies in Japan/Asia, and Advanced Theory of Public Policies. The appointee may be required to teach other classes in English. Saitama University has its main campus in Saitama City, Saitama Prefecture, a northern suburb of Tokyo, and a satellite campus for graduate education, called Tokyo Station College, in front of the JR Tokyo Station. The appointee will be committed to education on both campuses. Office hours must be held once a week, and some special requirements, such as giving support to supervise Ph.D. theses as a co-supervisor and extra tutorials for the courses/seminars may be required.
- (2) Research. The appointee should be actively involved in her/his own research programme and contribute to research output. Faculty are expected to apply for outside competitive research funding. The initiation of research projects collaborating with other faculty is welcomed.
- (3) Administration.
The appointee will be asked to commit to faculty meetings and other administrative work.

4. Qualification:

- (1) Ph.D. or equivalent in the fields of public policies or related subjects.
- (2) Native-level fluency in spoken and written English, and sufficient Japanese language ability to carry out administrative duties in Japanese.
- (3) Willingness to relocate and live in the Saitama/Tokyo area.

5. Contract Period and Promotion:

(1) For Associate Professor

The position is permanent. The age of compulsory retirement is 65.

Promotion is possible. This will be judged on the basis of achievements as defined by the official rules of the Faculty of Economics, Saitama University.

(2) For Assistant Professor

The period of contract is five years. The contract can be renewed for another two years on the basis of achievements.

Promotion is possible. This will be judged on the basis of achievements as defined by the official rules of the Faculty of Economics, Saitama University. After the Promotion, the position is permanent. The age of compulsory retirement is 65.

6. Compensation:

The salary system is on the basis of the rules set out by the National University Corporation Saitama University.

7. Selection Process:

Following document screening, short-listed candidates will be interviewed (and will give a sample lecture) either face-to-face or via an IT interface (e.g., Skype). Additional documentation may also be requested.

8. Application Materials:

- (1) Curriculum vitae in English or Japanese. (Please specify gender and birth date/year since this is customary in Japan.)
- (2) Certificate of highest degree. If this is a photocopy, the candidate will be asked to show the original certification prior to the contract being signed.
- (3) List of publications in English or Japanese, including theses and dissertations, conference presentations and works in progress. (Please mark three representative publications.)
- (4) Photocopies or offprints of three representative publications in Japanese or English (which may include the applicant's Ph.D. thesis). If a publication is a single-authored book, the book is acceptable.
- (5) Summaries of the three representative publications, 2,000 words or less in Japanese or 800 words or less in English each.
- (6) Reference letters in English or Japanese by two academics. (Please include names,

affiliations, titles, and contact information.)

(7) List of competitive research funding which you have been awarded.

Note: The submitted materials will be treated as confidential and will only be used for the purpose of this selection process. We do not return any submitted materials unless the applicant sends us a self-addressed return envelope with postage.

9. Submission address:

Please send all materials required by simple registered mail to the address below. Please write in red ink on the envelope: “Contains application documents (Public Policies)”. You can also apply by e-mail if all materials are in PDF format. Please put your surname and “Public Policies” in the subject line. Please choose either postal mail or e-mail since a mix of both will not be acceptable.

Submission address:

The Hiring Committee
Associate Professor/Assistant Professor of Public Policies
Department of Economics and Management, Graduate School of Humanities and
Social Sciences
Saitama University
255 Shimo-okubo, Sakura-ku, Saitama
338-8570 Japan

Submission e-mail address:

keizaisomu@gr.saitama-u.ac.jp

10. Deadline:

All documents must arrive by 16 December 2016-(JST).

11. Further information:

Please contact:

keizaisomu@gr.saitama-u.ac.jp