

Saitama University Graduate School of Science and Engineering (Research and Development Bureau)
Tenure Track Faculty Position (Assistant Professor) Open Call: Guide for Applicants

National University Corporation Saitama University has the tenure track system in place to provide young female faculty members with an incentive for acquiring tenure for increasing their motivation for actively engaging in education and research while also enhancing their capabilities and talents, and thereby advancing and invigorating education and research activities at the university.

Under the tenure track system, Saitama University Graduate School of Science and Engineering will employ an assistant professor through an international open call as follows:

Descriptions

1. Post to be recruited: One tenure track assistant professor (whose legally defined gender or self-identified gender identity is female)
2. Tenure track term: Five years
In principle, the tenure track assistant professor will go through the interim review in the third year after employment and the tenure review in the fifth year, and will become a permanent position upon expiration of the tenure track term if tenure is granted.
The tenured post to be provided will be associate professor.
3. Scheduled date of employment: April 1, 2023
4. Organization to belong to: Graduate School of Science and Engineering (Research and Development Bureau)*1
5. Specialty areas: Biodynamics, Animal Physiology and Animal Neuroendocrinology
6. Requirements for the applicant: A young female researcher younger than 40 years who has held a doctoral degree for less than 10 years or has an equivalent level of a research career, as of April 1, 2023*2
7. Deadline for application: The application documents described below must be sent by simple registered mail and reach the university not later than Monday, October 31, 2022.
8. Selection process: A selection committee which includes outside experts as its members will be established and conduct application document screening (the first-stage selection) and interviews (the second-stage selection). The selection includes peer reviews involving outside experts from the viewpoint of transparency and fairness and focuses on applicants' achievements, regardless of their nationality. Japanese language skills will not be evaluated in the selection, but will be assessed in the tenure review.
9. Tenure review: The tenure review will be conducted based on achievements in research, teaching and operational activities, and specific criteria for the review will be explained at the recruitment interview.
10. Research environment, responsibilities, etc.:
 - (1) Research environment: The employed tenure track assistant professor will be provided with startup funds of up to 5 million yen for the first year, up to 3 million yen for the second year and up to 2 million yen for each of the third year to the fifth year and will be guaranteed research time with an effort rate of 60% during the tenure track term.
 - (2) Responsibilities: The tenure track assistant professor will engage not only in research activities, which constitute a major responsibility, but also in teaching and providing academic advice for students at the Department of Regulatory Biology of Faculty of Science, as well as at the Regulatory Biology Program of the Division of Life Science in the master's degree course of Graduate School of Science and Engineering. In addition, the tenure track

assistant professor may be asked to engage in managerial and operational duties to the extent that will not hinder research activities.

- (3) Salary: Annual salary system (salary is based on the rules regarding salary in Saitama University)
- (4) Trial period: 3 months after employment
- (5) Place of work: Saitama University (Shimo-Okubo 255, Sakura, Saitama City)
- (6) Working hours: In accordance with the Rules Concerning Working Hours, Leave, Etc., for National University Corporation Saitama University Personnel
- (7) Days off: Saturdays, Sundays, national holidays and the year-end and new-year holiday period (from December 28 to January 3)
- (8) Insurance: The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, unemployment insurance and industrial accident compensation insurance
- (9) Employer: Dean of National University Corporation Saitama University
- (10) Passive smoking prevention measures: Smoking is prohibited at the site of the university, except for designated outdoor smoking areas.

*1 The tenure track associate professor will be employed once by the Graduate School of Science and Engineering, i.e. the department which implements the Tenure Track System, and then will be transferred on the date of employment and thereafter belong to the Research and Development Bureau of the university, provided that the tenure track associate professor may refer to the Graduate School of Science and Engineering as the organization to which she belongs when making presentations on research activities and results. After tenure is granted, she will belong to the Graduate School of Science and Engineering.

*2 This will be implemented as an initiative that falls under item (iii)-2, paragraph 1 of Article 1 (3) of the Ordinance for Enforcement of the Act on Comprehensively Advancing Labor Measures, and Stabilizing the Employment of Workers, and Enriching Workers' Vocational Lives, in order to achieve the targets set out in the 6th Science and Technology Basic Plan, a national policy measure.

(Application documents)

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| <p>(i) Curriculum vitae (with a photo of the applicant attached) : One (1) copy</p> <p>(ii) Achievement record: One (1) copy (refereed research papers, books, awards of competitive funding, etc.)</p> <p>(iii) Offprints or photocopies of five major research papers</p> <p>(iv) Summary of research activities and future plans (in about 2 pages of A4 size paper) and aspirations about education (in about 1 page of A4 size paper)</p> <p>(v) Information on two persons who can be referred to for objective assessment of the applicant (excluding the applicant's academic advisors, and who do not belong to the same organization) (name, organization, job title, address, phone number and e-mail address)</p> <p>(vi) Researcher number on ResearcherID (RID) or URLs of Google Scholar Citations and other research paper and bibliography information sites (the Graduate School of Science and Engineering recommends the disclosure of research paper and bibliography information on RID.)</p> |
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* For the format of the curriculum vitae and the professional achievement list, please see the following:

<http://www.saitama-u.ac.jp/recruit/index.html>

* For the items (ii) to (vi) of the application documents, please attach both printed copies and electronic PDF files (saved on a CD-R, USB memory stick, etc.).

* The application documents will not be returned to the applicant.

(Interview)

Applicants who have passed application document screening (the first-stage selection) will be interviewed (the second-stage selection).

Traveling expenses that may be incurred for the interview will not be paid. Online interview may be conducted after mutual consultation.

(Contact for application)

Shimo-Okubo 255, Sakura, Saitama City, Saitama Prefecture 338-8570

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(Contact for inquiry)

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* Please print “Application documents (Regulatory Biology) (Tenure track assistant professor)” in red ink on the envelope used for sending the application documents by mail (simple registered mail).

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