

## Job Posting (for Associate Professor)

Affiliation	Center for Innovative Teaching and Learning (CITL) of Tokyo Institute of Technology
Position title	Associate Professor
Number of Openings	1
Area of Specialization	The applicant should have at least two specialized areas in the followings; Science, Technology, Engineering and Mathematics (STEM) teaching and course development for higher education, Educational curriculum development for higher education, Learning science, Learning analytics, Faculty development for higher education, Instructional design for higher education, Educational technology, Online education, and Educational Institutional Research.
Job Description	<p>(1) Contributing to the educational improvement and development of Tokyo Institute of Technology, not only in specialized science and engineering education but also in the field of liberal arts on the undergraduate and graduate levels.</p> <p>(2) Planning, producing, and managing faculty development programs within Tokyo Institute of Technology as well as coordinating projects with domestic and overseas universities and institutes.</p> <p>(3) Studying and implementing a complete educational assessment and evaluation system at Tokyo Institute of Technology.</p> <p>(4) Planning, developing, assessing, and managing students' learning environment and outcomes using ICT including Learning Management System.</p>
Qualifications	<p>The applicant should satisfy the following conditions.</p> <p>(1) The applicant is expected to have a strong enthusiasm to promote teaching development, educational development, faculty development, and educational assessment and evaluation for Tokyo Institute of Technology.</p> <p>(2) One or more of (a) to (c) are satisfied:</p> <p>(a) The applicant is expected to have sufficient knowledge and performance to enhance teaching and learning in universities, educational development, faculty development, and educational assessment and evaluation.</p> <p>(b) The applicant is expected to have sufficient knowledge and performance in the field of educational IR, learning analysis, and educational technology.</p> <p>(c) The applicant is expected to have sufficient knowledge and performance to plan, develop, and manage a university learning environment using ICT including Learning Management System.</p> <p>(3) The applicant should have ability to manage joint projects with overseas</p>

	<p>universities and institutions.</p> <p>(4) The applicant should have sufficient Japanese and English abilities to fulfill his/her required job responsibilities listed above.</p> <p>(5) It is desirable for the applicant to have a doctoral degree.</p>
Location	<p>Ookayama Campus</p> <p>Nearest station: Ookayama</p>
Working Hours	<p>De facto working hours* under the discretionary labor system: 7 hours 45 minutes per day (38 hours 45 minutes per week)</p> <p>*Hours considered as working hours</p>
Term	<p>Fixed-term appointments will be for up to 5 years. Reappointment may be possible for one additional term of up to 5 years. The total term is limited to a maximum of 10 years from the original date of employment. ※This position is for a tenure-track position. After the tenure assessment, the successful applicant will be employed as a regular staff (the associate professor position will remain unchanged).</p>
Probationary Period	6 months
Salary	<p>The Institute introduced a new annual salary system (the “Annual Salary System with Lump-Sum Retirement Allowance”) on October 1, 2020 in response to relevant guidelines of the Ministry of Education, Culture, Sports, Science and Technology. Since the new system will be effective from January 1, 2022, salaries for those commencing employment during the transition period will be determined as follows.</p> <ul style="list-style-type: none"> <li>● Employment start date: On or before December 31, 2021 <ul style="list-style-type: none"> <li>• At the time of employment: The salary will be paid based on the monthly salary system under the Institute’s Regulations on Wage and Salary.</li> <li>• From January 1, 2022: The Annual Salary System with Lump-Sum Retirement Allowance will apply and the salary will be paid under the Institute’s Regulations on Wage and Salary for Staff under Annual Salary System with Lump-Sum Retirement Allowance.</li> </ul> </li> </ul>
Social insurance and other benefits	Employee’s pension, Mutual Aid Association short-term benefits (health insurance), employment insurance, worker’s compensation Insurance.
Employer	President of National University Corporation Tokyo Institute of Technology
Proposed Start Date	April 1 <sup>st</sup> , 2021 or the earliest possible date thereafter
Closing Date for Application	Applications must be received by January 15, 2021 (arrival at CITL)

<p>Selection Process</p>	<p>Selection will be based on a comprehensive review of applications and interviews. Selected applicants may be asked to have an on-campus interview and/or give a presentation.</p> <p>Please note that travel expenses for attending interviews will not be reimbursed.</p>
<p>Required Documents</p>	<ol style="list-style-type: none"> <li>1. Curriculum vitae including professional and educational history (from high school onward), degrees, awards, and email address.</li> <li>2. Accomplishment statement, including: <ol style="list-style-type: none"> <li>a. Refereed journal papers</li> <li>b. Refereed conference proceedings and non-refereed conference proceedings</li> <li>c. Commentaries</li> <li>d. Books</li> <li>e. Patents, etc.</li> </ol> </li> </ol> <p>Please include details for each category. For lectures, state if it was a keynote or invited lecture.</p> <p>For items a. and b., include the number of citations, h-index, and name of database* used.</p> <p>*Google Scholar Citations, Scopus, or Inspire</p> <ol style="list-style-type: none"> <li>3. Up to three reprints or copies of major publications (one copy for each publication)</li> <li>4. Acquired research grants and external funds. Include names of the funds, project titles, amounts, periods of research, and allocated amounts (if not the principal researcher)</li> <li>5. Work achievements summary (A4 one page)</li> <li>6. Future plan of research and education (A4 one page)</li> <li>7. Specified Excel file with information entered (Please download the Excel file form the link below) <p style="margin-left: 40px;"><a href="https://www.citl.titech.ac.jp/download/2021koubo/applicantdata_en.xlsx">https://www.citl.titech.ac.jp/download/2021koubo/applicantdata_en.xlsx</a></p> </li> <li>8. Two references with names, affiliations, and contact details</li> </ol>
<p>How to Submit an Application</p>	<p>The required documents must be submitted in hard copy and in digital media (CD, USB, etc.)</p> <p>Please write “Application for Associate Professor Position in Center for Innovative Teaching and Learning” in red ink on the front of the envelope. Applications must be sent by registered postal mail.</p> <p>We do not accept submissions by email or other digital formats.</p>

Where to Submit	<p>Please send your application to:</p> <p>Center for Innovative Teaching and Learning (CITL) of Tokyo Institute of Technology</p> <p>Ookayama 2-12-1-W9-105</p> <p>Meguro-ku, Tokyo 152-8550 JAPAN</p>
Contacts	<p>Prof. Jun-ichi Imura</p> <p>Director, Center for Innovative Teaching and Learning</p> <p>Email: <a href="mailto:imura@sc.e.titech.ac.jp">imura@sc.e.titech.ac.jp</a></p>
Other	<ol style="list-style-type: none"> <li>1. Application documents will not be returned. The personal information provided in the submitted documents will be used solely for recruitment and not for any other purpose, pursuant to the Institute's applicable rules and regulations.</li> <li>2. Tokyo Institute of Technology, in order to ensure a diverse workforce, guarantees equal opportunities for all individuals regardless of nationality or gender.</li> <li>3. Smoking is prohibited on campus except in designated areas</li> <li>4. For more information, please refer to the following link. <a href="http://www.hyoka.koho.titech.ac.jp/eprd/recently/koubo/koubo.php?lang=en">http://www.hyoka.koho.titech.ac.jp/eprd/recently/koubo/koubo.php?lang=en</a></li> </ol>