

Job Posting (for Associate Professor)

Affiliation	Center for Innovative Teaching and Learning (CITL), Institute of Science Tokyo
Position title	Associate Professor
Number of Openings	1
Area of Specialization	Applicants should possess expertise in at least two areas: Educational Technology, Information Media, Learning Support Systems, Educational Assessment, Instructional Design, Higher Education Development.
Job Description	<p>[Background of Recruitment]</p> <p>The Center for Innovative Teaching and Learning (CITL) was established in April 2015. It is responsible for faculty development and the renewal of the course evaluation system, among other initiatives. As implied by the name “Innovation,” CITL is an Institute-wide Education Center that develops new teaching methods based on insights from education and educational technology and promotes educational improvement from a university-wide perspective.</p> <p>[Job Description]</p> <p>We are seeking a motivated early-career faculty member who will actively engage in the research and development of systems that enhance educational quality.</p> <p>The position involves building management structures to improve teaching, student learning, developing faculty teaching competencies, supporting educational and learning environments, and promoting the planning, implementation, and evaluation of related initiatives. The successful candidate is also expected to build collaborative relationships with academic institutions in Japan and abroad.</p> <p>[Main Duties]:</p> <ul style="list-style-type: none"> - Conduct research on advanced educational technologies - Human resource development for the promotion and utilization of advanced educational technologies (including TA training) - Develop infrastructure for effective educational content - Collaborate with the Office of Education (Organization that decides on university-wide matters related to education) to ensure educational quality
Qualifications	<ol style="list-style-type: none"> 1. We seek an outstanding individual to serve as faculty member at the Center for Innovative Teaching and Learning, contributing proactively to educational quality, faculty development, and learning environment enhancement in collaboration with other staff. 2. Applicants for this position must meet at least one of the following criteria: <ol style="list-style-type: none"> (a) Experience and knowledge in using media for education and online content development.

	<p>(b) Experience and knowledge in developing teaching competencies for university faculty and TAs.</p> <p>(c) Experience and knowledge in advanced educational systems or innovative education service implementation.</p> <p>3. Applicants must have sufficient proficiency in both Japanese and English to carry out their duties effectively.</p> <p>4. Applicants must hold a doctoral degree or possess equivalent qualifications, or have a clear plan for obtaining 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 for professional work: 7 hours 45 minutes per day (38 hours 45 minutes per week)</p> <p>*Hours considered as working hours</p>
Term	<p>Fixed-term appointment</p> <p>A fixed-term appointment will be for up to 5 years. Reappointment may be possible for one additional term of up to 5 years. *This position is for a tenure-track position. After the tenure assessment, the successful applicant will be a regular staff member (the associate professor position will remain unchanged).</p>
Probationary Period	6 months
Salary	<p>The successful candidate will be paid under the “Annual Salary System with Lump-Sum Retirement Allowance” pursuant to the Institute’s Regulations on Wage and Salary for Staff under Annual Salary System with Lump-Sum Retirement Allowance. In accordance with the regulations, the amount of annual salary will be determined based on the standard level for the first fiscal year of employment, and will be based on performance evaluations in subsequent years. A retirement allowance will be paid separately at the time of retirement.</p> <p>• Associate Professor who has 5 years of work experience after completing a doctoral degree.</p> <p>Standard: JPY 7,500,000</p> <p>Minimum*: JPY 7,000,000</p> <p>Maximum*: JPY 8,600,000</p> <p>*The minimum and maximum amounts will vary depending on performance.</p>
Social insurance and other benefits	Employees’ pension, Mutual Aid Association short-term benefits (health insurance), employment insurance, and workers’ compensation Insurance.
Employer	President and Chief Executive Officer of National University Corporation Institute of Science, Tokyo
Proposed Start Date	October 1, 2025, or the earliest possible date thereafter

Closing Date for Application	Applications must be received by August 6 th , 2025 (arrival at CITL)
Selection Process	<p>Selected applicants may be invited for an on-campus interview, including a presentation, expected to be held on August 21.</p> <p>Please note that travel expenses for attending in-person interviews will not be reimbursed.</p>
Required Documents	<p>List of required documents.</p> <ol style="list-style-type: none"> Curriculum vitae* including professional and educational history from high school onward, honors and awards, criminal history and disciplinary actions, and email address. *Please use the CV format. Accomplishment statement, including: <ol style="list-style-type: none"> Refereed journal papers Refereed conference proceedings and non-refereed conference proceedings Commentaries Books Patents, etc. <p>Please include details for each category. For lectures, state if it was a keynote or an invited lecture.</p> <p>For items a. and b., include the number of citations, h-index, and name of database* used. *Google Scholar Citations, Scopus, Web of Science, or Inspire</p> <ol style="list-style-type: none"> Up to three reprints or copies of major publications (one copy for each publication) Acquired research grants and external funds. Include names of the funds, project titles, amounts, periods of research, role, and allocated amounts (if not the principal researcher) Statement of your aspirations after assuming the position: "How will you utilize your experience and achievements to advance educational innovation at the Institute of Science Tokyo ?" (Up to 2 A4 pages; approximately 1,000 words) Names, affiliations, and contact information (phone number and e-mail address) of two referees.
How to Submit an Application	<p>The required documents (PDF) 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>

	We do not accept submissions by email or other digital formats.
Where to Submit	<p>Please send your application to:</p> <p>Education Planning Department, Institute-Wide Education Promotion Division, Institute-Wide Education Group, Attn: Mr. Yamazaki Institute of Science Tokyo Ookayama 2-12-1-S6-9 Meguro-ku, Tokyo 152-8550 JAPAN</p>
Contacts	<p>Prof. Yukari Kato Director, Center for Innovative Teaching and Learning e-mail: kathy@citl.isct.ac.jp</p>
Other	<ol style="list-style-type: none"> 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. 2. The Institute, in order to ensure a diverse workforce, guarantees equal opportunities for all individuals regardless of nationality or gender. 3. Smoking is prohibited on campus (excluding designated outdoor smoking areas). 4. Questions regarding the applicability of the "Specific Categories" under the Foreign Exchange and Foreign Trade Act may be asked during the selection process. 5. For more information, please refer to the following link. https://www.jinji2.jim.titech.ac.jp/koubo/en/