

Nagoya University Young Leaders Cultivation Program for Academic Year 2024
— YLC (Young Leaders Cultivation) —
Application Guidelines

1. Objectives

Nagoya University states in its Academic Charter that one of its fundamental objectives is to become a “world-leading research university”. To meet this objective, the University needs young faculty members who are independent and able to advance original and challenging fundamental research. Therefore, the Young Leaders Cultivation (YLC) Program aims to employ excellent young researchers who have recently received their doctoral degrees as Designated Assistant Professors for a term of five years (some of whom may become tenured faculty) and train and support them so that they can become faculty members who can contribute to the development of education and research at Nagoya University from a broad international and interdisciplinary perspective.

2. Recruitment details

- (1) Field: All fields of the humanities, social sciences, and natural sciences.
- (2) Position: Designated Assistant Professor (full-time with a fixed term)
- (3) Period of employment: April 1, 2024, to March 31, 2029 (*1)
- (4) Number of positions: 8 positions (*2)
- (5) Job description:
 - ① Research activities based on the application form submitted at the time of application
 - ② Participation in symposia and other activities hosted by the IAR, presentations in seminars and other activities, and planning and organization of such activities
 - ③ Publication of research results in the Nagoya University database and other places and reporting of research activities
 - ④ Educational activities such as teaching classes at the host department and providing guidance to graduate students at your host department (The rate of effort [the percentage of working hours dedicated to these duties] must be 30% or less.)
 - ⑤ Provision of guidance as young mentors to students participating in the Program for Leading Graduate Schools
 - ⑥ Other duties considered necessary by the IAR Director

(*1) For those who are currently employed by Nagoya University, the term of employment may not be renewed beyond 10 consecutive years from the date of employment by Nagoya University.

(*2) The number of positions may change depending on the circumstances.

3. Eligibility requirements

(1) General applicants

- ① Applicants who have received a recommendation from a faculty member who is employed at Nagoya University at the time of application (hereinafter referred to as the “host faculty member”; in principle, each host faculty member can recommend only one applicant per year) and have been confirmed by the head of the department with which the host faculty member is affiliated
(Reference) Nagoya University faculty member search:

<https://profs.provost.nagoya-u.ac.jp/search?m=home&l=en>

- ② Applicants who have completed a doctoral program at a graduate school and received a doctoral degree within the last eight years as of April 1, 2024 (including those who are expected to receive a doctoral degree by April 1, 2024* and those who received a doctoral degree within the last eight years when not including periods of maternity leave and childcare leave taken after receipt of the doctoral degree)

If there were any periods of interruption of research due to life events or other reasons, they should be indicated on the application form.

- ③ Applicants with postdoctoral experience preferred (such as a Research Fellowship for Young Scientists [PD] of the Japan Society for the Promotion of Science [JSPS])
- ④ Applicants with experience studying abroad during or after their doctoral program (for one or more years) preferred. However, applicants in fields that do not require experience studying abroad should indicate this on the application form.

(2) Internal (Nagoya University) applicants

Applicants who meet the eligibility requirements specified for (1) general applicants and have received or are expected to receive a doctoral degree from Nagoya University

(3) Female applicants

Female applicants who meet the eligibility requirements specified for (1) general applicants

(4) Foreign nationals

Foreign nationals who meet the eligibility requirements specified for (1) general applicants

*The employment offer will be rescinded if the applicant fails to obtain a doctoral degree by April 1, 2024.

4. Working conditions

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| (1) Affiliation: | Institute for Advanced Research (assigned to the host department) |
| (2) Working hours: | Designated daily working hours of 7 hours and 45 minutes (subject to the Discretionary Labor System for Professional Work) |
| (3) Salary: | In accordance with the Nagoya University Rules (based on the annual salary system: approximately 5,700,000 yen in principle) |
| (4) Commuting allowance: | In accordance with the Nagoya University Rules |
| (5) Severance allowance: | Not provided |
| (6) Holidays and other leave: | Five-day workweek system with New Year holidays, summer holidays, and up to 20 days of paid leave a year |

(7) Insurance: National Public Service Personnel Mutual Aid Associations insurance, workers' compensation insurance, and employment insurance

(8) Other

- ① In line with the objectives of the program, hired faculty members will strive to become independent researchers/educators by the end of the program. Therefore, the host faculty members (in the department) should take this into consideration and act correspondingly so that the hired faculty members can make research and education the focus of their work.
- ② The places of research, research facilities, and related expenses are provided by the host department to which YLC faculty members are assigned.
- ③ Maternity leave and childcare leave shall be handled in accordance with the Tokai National Higher Education and Research System Employee Working Hours and Leave Rules and the Tokai National Higher Education and Research System Employee Childcare Leave Rules.
- ④ After three academic years of employment, starting from the year of hiring, interested YLC faculty members may undergo a YLC tenure review following a preliminary review in each host department in accordance with the "Procedures for tenure review under the new YLC system" prescribed separately. Up to two YLC faculty members can pass tenure review and acquire tenure per year. YLC faculty members who fail tenure review may continue to serve as YLC faculty members until their five-year terms expire. Additionally, if maternity leave or childcare leave is taken before the YLC tenure review, the term of employment may be extended in one-month units, up to the length of the maternity leave or childcare leave. However, the total term of employment—the sum of the initial term and any extensions—may not exceed 10 years counting from the starting date of the term of employment at Nagoya University, regardless of the person's position as a YLC faculty member.

5. Application documents and how to apply

To apply, obtain the application documents (designated forms) from the website of the Nagoya University Institute for Advanced Research (<http://www.iar.nagoya-u.ac.jp/eng/>) and prepare and submit them to the address for submission by e-mail or other means within the application period, as indicated in the attached "Application Procedures".

As screening will be conducted by experts in diverse fields of research, application documents should be written and presented in a manner that can be easily understood by researchers in other fields. Applicants should also pay sufficient attention to the notes and instructions on each form when filling them out.

6. Application period

From March 15 (Wed.), 2023, to May 8 (Mon.), 2023, at 12 p.m. (JST; deadline strictly enforced)
Applicants should submit their Recommendation Letters well in advance because the deadline for submission differs between departments.

7. Screening process, announcement of results and other matters

(1) Initial screening (document review)

Document reviewers commissioned by the IAR's YLC Screening Committee will conduct the screening based on the screening categories selected by the applicants. Based on the results, the YLC Screening Committee deliberates and decides whether the applicant passes the screening or not.

(2) Second screening (interview)

Applicants who pass the initial screening will be examined by interviewers commissioned by the IAR's YLC Screening Committee, and the decision of whether or not they will be hired will be made through deliberations at meetings of the IAR and Nagoya University. The scheduled screening date is September 14 (Thu.), 2023, and as a general rule, interviews shall be conducted in person; however, they may be conducted online depending on the circumstances. The specific screening method will be announced along with the results of the initial screening.

(3) Announcement of results

The results of the initial screening are expected to be announced in late August, and the results of the second screening are expected to be announced in early October. However, the schedule is subject to change.

8. Other

(1) The YLC program aims to increase the ratio of female faculty members to 50%, so if applicants are recognized as being equal in terms of their achievement evaluations (including research achievements, educational achievements, social contributions, and individual qualities), we will proactively hire female applicants.

(2) Application documents will be used within the scope of the purpose of making final selections and to the extent necessary for the execution of duties.

(3) Application documents will not be returned.

(4) Travel, accommodation, and other expenses incurred to participate in the second screening shall be borne by the applicants.

(5) We will not respond to inquiries about the reasons for the screening results.

(6) In November 2021, in accordance with the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act (FEFTA), the provision of some sensitive technologies to faculty and staff at universities and research institutions became subject to control under the FEFTA. As a result, it has become necessary to submit a "Declaration of applicable specific categories" based on the "Flowchart for determining applicable specific categories" when applying for this program. In addition, it is necessary to submit a "Letter of Confirmation" at the time of employment.

(7) While YLC faculty members may conduct research overseas, in principle, the total period of research in such cases shall be less than two years for the first three years after appointment and less than one year for the subsequent two years.

9. Inquiries about applying for this program

YLC Application Staff, Research Organization Support Division, Research Cooperation Department,
Nagoya University

E-mail: ylc@iar.nagoya-u.ac.jp

* Please check the attachment before making an inquiry.

Nagoya University Young Leaders Cultivation Program for Academic Year 2024
- YLC (Young Leaders Cultivation) -
Application Procedures

1. Preparation for application

Applicant

Contact the Nagoya University faculty member you wish to be your host and obtain approval with respect to hosting.

Nagoya University faculty member (host faculty member) *

Decide whether or not to approve hosting requests by coordinating with applicants seeking to be hosted and the head of the host department.

*The faculty member must be employed by Nagoya University at the time of application (excluding emeritus professors, fixed-term faculty members, and tenure track faculty members).

Head of the host department

Upon receipt of a request from a host faculty member, decide whether or not to approve the applicant.

2. Application documents

Obtain the application documents (designated forms) for the relevant academic year from the website of the Nagoya University Institute for Advanced Research (*) and carefully read “Nagoya University Young Leaders Cultivation Program for Academic Year 2024 - Application Guidelines” and the notes and instructions on each form. As screening will be conducted by experts in diverse fields, application documents should be written and presented in a manner that can be easily understood by researchers in other fields. Modification of the forms, including the addition of pages, is not permitted. Note that applicants must prepare their application documents after obtaining approval with respect to hosting from a Nagoya University faculty member.

*<http://www.iar.nagoya-u.ac.jp/eng/public/1708/>

(1) Application form (Form 1) — Applicant

Fill out the form after carefully reading the notes and instructions for each item. We will not respond to inquiries about the content.

(2) Copy of diploma — Applicant

Submit your doctoral degree only. This does not apply to the applicants who expect to obtain a doctoral degree.

(3) Three significant research achievements (papers and other achievements) — Applicant

This does not apply if the number of achievements is less than three.

(4) Entry sheet (Form 2) — Applicant

Ensure that all entries match those on the application form (Form 1), as they will be registered as basic information for the application.

(5) Recommendation Letter (Form 3) — Host Faculty Member

The host faculty member must prepare a Recommendation Letter and submit it to Research Organization Support Division within the application period after receiving approval from the head of the host department. Do not share it with the applicant.

(6) Declaration of applicable specific categories — Applicant

In November 2021, in accordance with the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (FEFTA), the provision of some sensitive technologies to faculty and staff at universities and research institutions became subject to control under the FEFTA. As a result, it has become necessary to submit a “Declaration of applicable specific categories” based on the “Flowchart for determining applicable specific categories” when applying for this program. In addition, it is necessary to submit a “Letter of Confirmation” at the time of employment.

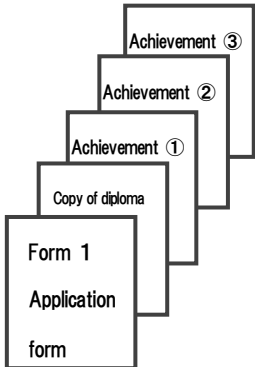
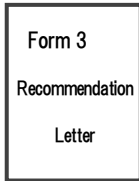
3. How to submit application documents and application deadline

Applicant

Contact a Nagoya University faculty member to obtain approval with respect to hosting before applying and then submit (send) your application documents to the Research Organization Support Division.

Host faculty member

Coordinate with the applicant and head of the host department and submit (send) your Recommendation Letter to the Research Organization Support Division after obtaining approval from the head of the host department.

	Applicant	Host faculty member
File name	2024 YLC Application (applicant's full name)	2024 YLC Recommendation Letter (applicant's full name)
E-mail title	2024 YLC Application (applicant's full name)	(Department name) 2024 YLC Recommendation Letter (applicant's full name)
Documents to be submitted	<p>1. Application files (To be combined into a single PDF file)</p> <ul style="list-style-type: none"> ① Application form (Form 1) ② Copy of diploma ③ Three significant research achievements (Papers and other achievements)  <p>2. Entry sheet (Form 2; Excel)</p> <p>3. Declaration of applicable specific categories (PDF)</p>	<p>Recommendation Letter (Form 3; PDF)</p> <p>*Sharing it with the applicant is not permitted.</p> 
Submission deadline	8 May (Mon.) 2023 at 12 p.m. (JST; deadline strictly enforced)	

4. Address for submission

YLC Application Staff, Research Organization Support Division, Research Cooperation Department, Nagoya University

E-mail: ylc@iar.nagoya-u.ac.jp

◆ **Eligibility requirements**

[Q1] Are there any restrictions on the research field?

[A1] As described in the application guidelines, all research fields are eligible.

[Q2] Am I eligible to apply if I am currently working as a researcher at a different institution?

[A2] You can apply as long as you meet the eligibility requirements described in the application guidelines. However, you may not work for both Nagoya University and another institution at the same time, so you will be asked to resign from positions at other institutions if you are employed by this program.

[Q3] Are there any age restrictions?

[A3] No. You can apply as long as you meet the eligibility requirements described in the application guidelines.

[Q4] Am I still eligible to apply if I obtained a doctoral degree after withdrawing from a doctoral program with all the course requirements completed?

[A4] If you have completed a doctoral program and obtained a doctoral degree, the date of doctoral program completion does not necessarily have to match the date of doctoral degree acquisition.

[Q5] If I have no postdoctoral experience (such as a Research Fellowship for Young Researchers [PD] of the Japan Society for the Promotion of Science), am I eligible to apply?

[A5] You may apply, as experience is not a prerequisite.

[Q6] Can I apply if I have never interacted with Nagoya University faculty members?

[A6] It is possible to apply. However, the application conditions include that a Nagoya University faculty member must serve as your host faculty member. Therefore, please search for a faculty member close to your field of specialization via the University's website and request that they serve as your host or find one of our faculty members to ask on your own by asking a faculty member of another institution to introduce you to a Nagoya University faculty member or by some other method.

◆ **Host faculty member**

[Q7] Can I serve as a host faculty member if I hold a non-professor position (associate professor, lecturer, or assistant professor)?

[A7] You can serve as a host faculty member if you are a faculty member employed at Nagoya University and are not an emeritus professor, fixed-term faculty member, or tenure-track assistant professor. However, it will be necessary to obtain approval from the head of the host department at the time of application.

[Q8] Can a faculty member serve as a host faculty member if they plan to resign or retire before the end of the term of appointment of the YLC faculty member?

[A8] Even if you plan to resign or retire during the term of appointment of the YLC faculty member, you may serve as a host faculty member as long as you are a Nagoya University faculty member and meet the requirements for serving as a host faculty member at the time of application. However, a replacement host faculty member must be appointed in the host department before you resign or retire.

◆ Host department

[Q9] Is pre-application screening necessary within the host department?

[A9] Please check with the head of the department, as this is handled differently depending on the department.

[Q10] Does “head of the department” mean the dean of the graduate school or the head of the department?

[A10] It means the dean of the graduate school. Please check with the host department, as some departments may require prior approval from the department.

◆ Application documents

[Q11] Can I ask questions about the contents of the application form?

[A11] We respect the interpretations of the applicants and therefore will not respond to inquiries about specific contents.

[Q12] Are there any restrictions on the languages to be used to fill out the application form?

[A12] Please fill it out in Japanese or English.

[Q13] Although a copy of one’s diploma is listed as a document to be submitted, is it possible to substitute a certificate of degree acquisition for this?

[A13] In principle, while we ask for submission of a copy of one’s diploma, substitution is possible when unavoidable if the name of the applicant, institution that granted the degree, name of the degree, and date of degree acquisition can be confirmed on the certificate. Note that it is not necessary to submit a copy of a Master’s degree.

[Q14] The Academic History and Employment History sections of the application form are too small. Can I add a separate sheet?

[A14] Modification of the format and the addition of pages are not permitted. Please enter only significant portions of your academic and employment histories.

[Q15] Is it okay to modify the format of the application form, such as to add pages?

[A15] Modification of the format and the addition of pages are not permitted. Please ensure that all entries

fit within the prescribed number of pages.

[Q16] How do I submit proof of acceptance documents for research accepted for publication among my research achievements?

[A16] Please add the consecutive numbers used in the Research Achievements section to the upper right side of proof of acceptance documents and submit them as PDF files together with the application form.

[Q17] I submitted my application documents on the last day of the application period, but I have not received a reply to confirm receipt. What should I do?

[A17] As many applicants submit application materials on the last day of the application period every year, it inevitably takes a long time to notify applicants of receipt. We will contact you, without fail, on the last day of the application period, so please wait to be contacted or make your application well in advance. If do not receive a reply by the day after the last day of the application period, please contact us at ylc@iar.nagoya-u.ac.jp.

◆ YLC Program

[Q18] Will recruitment for the YLC program be repeated in the next academic year?

[A18] It has not been decided yet.