

## **Position Opening Announcement – Assistant Professor**

We, the Graduate School of International Development (GSID) at Nagoya University, hereby announce an opening for a position as an Assistant Professor as described below. We welcome applications from qualified professionals.

### **1. Position**

Assistant Professor

### **2. Number of Job Openings**

One

### **3. Responsibilities**

The appointee shall perform the tasks listed below, under the supervision of the Faculty Meeting, the Academic and Student Affairs Committee, and the International Affairs Committee of GSID. Besides the designated tasks, he/she is expected to engage in his/her own research. He/she may also teach or assist courses of GSID, with approval of the GSID Faculty Meeting, the Academic and Student Affairs Committee, and the International Affairs Committee.

Tasks:

- (1) Advise and/or assist non-native English writers (both Japanese and non-Japanese) with dissertations, theses, and papers in English.
- (2) Lecture the basics of English research paper writing, including ‘Research Integrity’.
- (3) Provide guidance on English grammar checking and plagiarism checking software (Grammarly, Turnitin).
- (4) Assist GSID staff and faculty members preparing English documents and papers.
- (5) Teach the GSID Common Subjects, ‘Academic Writing Skills a’ and ‘Academic Writing Skills b’.
- (6) Deal with works related to the admission of international students.
- (7) Perform works concerning agreements for academic exchange and cooperation.
- (8) Perform other works which the Dean, the Academic and Student Affairs Committee, and the International Affairs Committee consider necessary

### **4. Type of Appointment**

In accordance with the Rules on Contract Period of Tokai National Higher Education and Research System ([https://education.joureikun.jp/thers\\_ac/act/print/print110011019.htm](https://education.joureikun.jp/thers_ac/act/print/print110011019.htm) in Japanese), this is a fixed-term appointment with a duration of three years for the first term, which is renewable for only one additional term through the usual application and screening procedure on a competition basis. The duration for the second term is two years. The duration of years and the conditions for the second term will be based on the employment rules of GSID and Nagoya University.

### **5. Salary and Benefits**

Salary and benefits will be determined as per the rules of Tokai National Higher Education and Research System ([https://education.joureikun.jp/thers\\_ac/act/frame/frame110001585.htm](https://education.joureikun.jp/thers_ac/act/frame/frame110001585.htm)

in Japanese). The annual salary scheme applies to this position.

## **6. Qualification for Candidacy**

- (1) Those who hold a Master's degree or equivalent.
- (2) It is highly desirable that the applicants have previous experience of teaching and research in English.
- (3) Native speakers of English (or non-native English speakers with proficiency in English)
- (4) It is preferable that the applicant has command in Japanese for the purposes of daily communication and administrative work.
- (5) After employment, in principle, the applicant can commute to the Graduate School.

## **7. Application Requirements**

- (1) Curriculum vitae (in English, with a passport-size photo. An e-mail address should be included).
- (2) A self-recommendation letter (in English).
- (3) A list of publications and other research achievements to date (in English).
- (4) Copies of up to three published and/or unpublished papers written in English.
- (5) Convert the above documents into pdf and make them into one file in order from document 1) to document 4) and send email address as below.

\* Please kindly note that we are unable to return your application documents after submission.

\* Personal information in the application will be strictly managed under the privacy policy of Nagoya University and will be used only for the purpose of applicant screening.

## **8. Application Deadline**

A complete application should reach GSID by 17:00 (Japan time) on May 26, 2023.

## **9. Selection Process**

After a shortlisting process, selected candidates will be invited for interviews (either in person or online) from early to mid June, 2023. Candidates are also requested to give a trial lesson.

## **10. Expected Starting Date of Duty**

September 1, 2023

## **11. Applicants should send application materials to:**

saiyo 【@】 gsid.nagoya-u.ac.jp

\* Please write “Application for Assistant Professor for English Writing” in the title of the mail.  
registered mail.

## **12. Inquiry**

If you have further questions, please contact:

Masakazu SOMEYA, GSID. e-mail: saiyo 【@】 gsid.nagoya-u.ac.jp

(Inquiry by telephone will not be accepted)

GSID Website : <https://www4.gsid.nagoya-u.ac.jp/en/> (English)

GSID Website : <https://www4.gsid.nagoya-u.ac.jp/jp/> (Japanese)

### 13. Other Information

- (1) The submitted documents will be used for the purpose of this selection only.
- (2) Transportation costs for an interview, if incurred, should be borne by the applicant.
- (3) Nagoya University proactively recruits women if the evaluation of candidates in research, teaching, social contributions, personal integrity and so on is deemed equal between men and women. If gender is not indicated on the submitted CV, we will ensure no disadvantages will result from this.
- (4) 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"), some provision of sensitive technology to faculty members and students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying for faculty positions or to study at the University, faculty, staff, and students will be required to submit a "Declaration of applicable specific categories" based on the "Flowchart for determining applicable specific categories" if you meet the conditions. Faculty, staff, and some students will also be required to submit a "Letter of confirmation" at the time of their recruitment or admission.

#### Reference

[https://www.meti.go.jp/policy/anpo/law\\_document/minashi/en\\_daigaku\\_.pdf](https://www.meti.go.jp/policy/anpo/law_document/minashi/en_daigaku_.pdf)

#### Form

<https://nuss.nagoya-u.ac.jp/s/8makynSm7qRswjJ>

NOTE: Please contact us if you are unsure whether any of the above categories apply. Academic Research & Industry – Academia – Government collaboration Export Control Division. E-mail: [anzen@aip.nagoya-u.ac.jp](mailto:anzen@aip.nagoya-u.ac.jp)