

Research/Teaching Positions at the Graduate School of Law

Application Guidelines for Assistant Professor in International Relations (Full-time Faculty Appointed for a Fixed Term)

Job title and affiliation	Assistant Professor (Full-time “teaching staff” as defined in Article 3(2) of the Hitotsubashi University Staff Employment Regulations)
Work Location	Graduate School of Law, Hitotsubashi University 2-1 Naka, Kunitachi-shi, Tokyo (Ten minutes’ walk from Kunitachi Station South Exit on the JR Chuo Line) [Kunitachi Campus Transportation Guide] https://www.hit-u.ac.jp/guide/campus/campus/index.html
Number of positions	1
Annual Salary	Approximately JPY 3,875,580-7,382,688 To be determined according to the scale laid down in the Hitotsubashi University regulations, taking into account the candidate’ s qualifications and experience
The Allowance	Dependent allowance, housing allowance, commuting allowance, and transfer allowance will be paid according to the University’ s rules.
Employment period	February 1, 2025 - January 31, 2028 (can be extended for up to two years, depending on performance during this period)
Specialization	International Security, International Political Economy, Global Governance
Job description	<ol style="list-style-type: none"> 1) Conducting individual research projects and publishing results in international journals 2) Teaching classes on IR in English at undergraduate and graduate level (e.g., “GLP Core Seminar” and “International Relations in the Asia Pacific” at undergraduate level; “Special Issues in Theories of World Politics” and “Special Issues in Research Methods in International Relations” at graduate level) * Each course consists of 13 classes, and each class is 105 minutes long. 3) Providing support to students enrolled in the Global Leadership Program (academic advice and counseling regarding their studies abroad) 4) Other duties related to education and research at the Faculty and Graduate School of Law and the management of Hitotsubashi University
Qualifications required (competencies, experience, skills, etc.)	<p>Applicants must fulfill all of the following requirements:</p> <ol style="list-style-type: none"> 1) Be able to research and write papers in English on International Relations (especially on the international political economy, global issues, and Asia-Pacific region) 2) Hold a doctoral degree in a relevant field or an equivalent qualification 3) Be able to plan and manage international research projects 4) Be able to collaborate with administrative staff and faculty members of the Graduate School of Law, especially those affiliated with the Global Governance Research Center 5) Be able to communicate with students in a friendly manner 6) Preferably be proficient in Japanese (but this is not essential)
Work hours	38 hours 45 minutes per week, with the ability to work flexible hours (equivalent to 7 hours 45 minutes per day, 5 days a week)
Non-work days	Saturdays, Sundays, national holidays, December 29-January 3, and any other days designated by the President of the University
Leave	<p>Annual paid leave of 20 days per calendar year (January 1 to December 31), but 15 days in 2024 (April 1 to December 31)</p> <p>Sick leave</p> <p>Special leave (bereavement, maternity leave, child care leave, nursing care leave, etc.)</p>
Social insurance, etc.	Employment insurance, industrial accident insurance, health cover (Ministry of Education, Culture, Sports, Science and Technology Mutual Aid), Employees’ Pension Insurance
Selection	By application document screening and interview. Interviews will be held either in person or online with those shortlisted at the document screening stage.
How to apply	Applicants may send the following application documents either by registered mail or other reliable means to the Graduate School of Law, Hitotsubashi University, or by e-mail addressed to law-so.g@ad.hit-u.ac.jp . If you choose to send the documents by e-mail, please prepare

	<p>PDF files of the following documents and put “Application for Assistant Professor Position at Graduate School of Law” in the subject line. When sending documents by e-mail, you are welcome to use a password to protect the confidentiality of your files.</p> <p>When sending documents by post, please write the above subject on the front of the envelope.</p>
Application documents, etc.	<p>* The following application documents must be numbered 1-7 below at the beginning of the PDF file name.</p> <ol style="list-style-type: none"> 1) Covering letter 2) Curriculum vitae including your education and work experience (with your signature and a portrait photo attached) 3) List of publications and research (approximately 2 A4-sized pages). You should indicate which publications were peer-reviewed and which were not. Conference papers and other publications may be included. 4) Copies of two major publications 5) Research plan (maximum of 3 A4-sized pages) and a syllabus for one of the above classes that the applicant is expected to teach 6) Photocopy of doctoral degree certificate or documentation certifying equivalent education and ability 7) Two letters of recommendation
Application deadline	The application must arrive no later than 17:00 on Friday, April 19, 2024.
Document screening, notification of result, etc.	Applicants who are shortlisted by document screening will be invited for an interview. The result of the document screening will be notified by e-mail or phone by early May.
Interview date	Scheduled to be offered from May 7 to May 31 (in person or online and including a demonstration lecture)
Return of application documents, etc.	<p>Application materials will not be returned.</p> <p>Application materials of unsuccessful applicants will be disposed of in an appropriate manner as soon as the selection process is completed.</p>
Contact information (Postal address)	<p>(Ms.) YUGAMI Riko</p> <p>Hitotsubashi University, Office of the Graduate School of Law</p> <p>2-1 Naka, Kunitachi-shi, Tokyo 186-8601, Japan</p> <p>Tel.: 042-580-8206 / E-mail : law-so.g@ad.hit-u.ac.jp</p> <ul style="list-style-type: none"> • Inquiries should be made only by e-mail.
Remarks	<ul style="list-style-type: none"> • Personal information obtained from application documents is used solely for the purpose of conducting statistical surveys and operations related to recruitment and post-employment personnel / salary / welfare, health management and will not be used nor provided to a third party for any purpose other than these purposes. However, if it is necessary to achieve these purposes, we may outsource the handling of the information to an external organization that has concluded a confidentiality agreement with the university. • Applicants will be responsible for transportation costs to the interview site and online expenses. • Smoking is prohibited on the campus except for designated smoking areas.