

Research & Teaching Positions at the Graduate School of Law (International Relations):

Application Guidelines for Assistant Professor(on Tenure-track) or Associate Professor (Full-time Faculty with Tenure)

Job title and affiliation	Assistant Professor(on Tenure-track) or Associate Professor(Full-time Faculty with Tenure or on Tenure-track) (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) 【Access Map】 https://www.hit-u.ac.jp/eng/about/direction/kunitachi.html 【Campus Map】 https://www.hit-u.ac.jp/eng/about/direction/campusmap/kunitachi.html (Scope of change) Place determined by the University
Number of positions	1
Annual Salary	The annual salary will be determined based on the university’ s salary regulations and the evaluation of the applicant’ s performance. An example of annual salary: [Associate Professor] JPY 6,000,000~ [Assistant Professor] JPY 5,000,000~ * The exact amount will be determined based on the University’ s evaluation on applicant’ s performance.
The Allowance	Dependent allowance, housing allowance, commuting allowance, and transfer allowance will be paid according to the University’ s rules.
Starting date	April 1, 2027 or later
Employment period	- On tenure-track: April 1, 2027 - March 31, 2032 (the initial contract term is five years and can be renewed once for an additional two years, contingent upon academic performance. The tenure decision will be made within this seven-year period. The initial appointment may be as a tenured associate professor if the candidate possesses a strong academic record.) - With tenure: April 1, 2027 - until retirement age.
Probation Period	6 months
Specialization	International Relations, International Political Economy, Global Governance
Job description	1) Conducting individual research projects and publishing results in international journals 2) Teaching classes on IR in Japanese and English at undergraduate and graduate level (e.g., “International Political Economy” and “Case Study in International Political Economy” at undergraduate level; “Special Issues in Research Methods in International Relations” and “Special Issues in International Political Economy” at graduate level) * Each course consists of 13 classes, and each class is 105 minutes long. 3) Other duties related to education and research at the Faculty and Graduate School of Law and the management of Hitotsubashi University (Scope of change) All operations related to the management of the university
Qualifications required (competencies, experience, skills, etc.)	Applicants must fulfill all of the following requirements: 1) Be able to research and write papers in English on International Relations (especially in the areas of 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 and the School of International and Public Policy 5) Be able to communicate with students in a friendly manner 6) Preferably be proficient in Japanese (but this is not essential)

Work hours	<ul style="list-style-type: none"> - Workhours are deemed as 7 hours and 45 minutes per weekday / 38 hours and 45 minutes per week, in accordance with the Discretionary Work System for Professional Work. - Work days are 5 days a week, Monday through Friday.
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 2027 (April 1 to December 31)</p> <p>Other paid leave: childcare leave, nursing care leave, maternity leave, bereavement leave, etc.</p> <p>Unpaid leave: sick 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	<p>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]ad.hit-u.ac.jp. If you choose to send the documents by e-mail, please prepare PDF files of the following documents and put "Application for Assistant/Associate Professor Position at Graduate School of Law(International Relations)" 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 Monday, September 1, 2025.
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 October.
Interview date	Scheduled to be offered between 1 October and 31 December (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>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]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-

	<p>employment personnel / salary / welfare, health management and will not be used nor provided to a third party for any purpose other than these purposes.</p> <p>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.</p> <ul style="list-style-type: none"> • Hitotsubashi University is an equal opportunity employer in the spirit of the Basic Act for Gender-Equal Society. • 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. • Travel expenses to the interview venue will be borne by the applicant. • Although the university does not have its own staff housing, it may be possible to use staff housing provided by affiliated institutions or universities.
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