

January 30, 2025

Dear Heads of relevant organizations, etc.

Director of Natural Science Department,
Graduate School of Education, Saga University
Suzuki Akihiro

Open recruitment of faculty members (request)

We are pleased to inform you that we will be accepting applications for faculty positions in our university area as follows. We would like to inform you of this announcement and ask for your kind cooperation in recommending suitable candidates.

In accordance with the Basic Law for a Gender-Equal Society, women will be given priority in the recruitment process if the results of the performance evaluation and other screening procedures are deemed equal to those of other applicants.

Sincerely yours,

1. Applicant

Saga University (1 Honjo-machi, Saga City)

2. Affiliation / Position

Faculty of Natural Sciences

Associate Professor or Lecturer (Full-time staff), Department of Agriculture,

3. Number of positions

1

4. Place of Employment / Assignment

Honjo Campus, Saga University (1 Honjo-machi, Saga City)

Center for Promotion of International Exchange

5. Specialization

Field of social and development agronomy

6. Job duties

○ International Exchange Promotion Services

1) Planning and implementation of strategies to increase the number of international students (graduate students) and activities that lead to internationalization of education and research (including FD in cooperation with departments, guidance for international students, etc.)

2) Planning, implementation, and dissemination of information as a university that is attractive to international students (including building relationships with partner universities)

3) Enhancement of exchange programs for exchange students and planning and operation of short-term exchange programs with partner institutions

4) Cooperation with other operations of the Center for the Promotion of International Exchange (mainly for the retention of international students (especially job placement promotion and Japanese language) and the overseas dispatch of Japanese students)

○ Duties related to education and research

1) In charge of courses offered by the Organization for General Education (courses related to international exchange)

2) In charge of courses offered by the Faculty of Agriculture

3) Research related to areas of specialization

7. Working Conditions

Term of office: Full-time staff without tenure (probationary period of 3 months)

Salary: Annual salary system (in accordance with the salary regulations for faculty members of Saga University) However, university faculty members who work at Saga University on a regular basis and are covered by the Saga University Salary Regulations may continue to be covered by the same regulations.

Work schedule: 5 days a week, 38 hours and 45 minutes (Monday through Friday) 8:30 a.m. to 5:15 p.m. (12:00 p.m. to 1:00 p.m. is break time) *7 hours and 45 minutes are considered to be

worked under the discretionary labor system for specialized work.

Holidays: Saturdays, Sundays, national holidays, and year-end and New Year holidays (December 29-January 3)

Health insurance: Mutual aid association of the Ministry of Education, Culture, Sports, Science and Technology, workers' accident compensation insurance, and unemployment insurance

Remarks: Other details are in accordance with the Employment Regulations for Employees of Saga University National University Corporation, etc.

8. Qualifications

- 1) Applicants must have a doctoral degree in the above-mentioned specialized field, or have a doctoral equivalent record of achievement.
- 2) Applicants must possess the English language skills necessary to promote international exchange at the University.
- 3) Non-native speakers of Japanese must have communication skills equivalent to N2 of the Japanese Language Proficiency Test.
- 4) In addition, applicants with the following experience and achievements are desirable
 - (1) Experience in undergraduate and graduate education
 - (2) Planning and proposal of international exchange programs, etc.
 - (3) International exchange between universities or with international organizations

9. Starting date

On October 1, 2025 or later on the date designated by the University.

10. Documents to be submitted

- 1) Resume (Form 1)
(with photograph attached, contact information and e-mail address, and academic and professional background since high school)
- 2) List of research achievements (Form 2)
- 3) Reprints or copies of five major papers (one copy each, to be returned after review)
- 4) A statement of research achievements (A4 paper, 2,000 words or less, summarizing all achievements in relation to each other A4 paper, 2,000 words or less) (Form 3)
- (5) Teaching portfolio or educational achievements (educational philosophy, teaching methods, efforts to improve teaching, future educational goals, etc., optional form) However, if the applicant has educational achievements and has prepared a teaching portfolio, submission is mandatory.
- (6) Status of obtaining competitive research funds (Form 4)
- (7) Statement of international exchange activities (any format, approximately 2 pages of A4 paper)
- (8) Certificate of English proficiency such as TOEFL, IELTS, etc.
- (9) Aspirations regarding the promotion of international exchange at the University (within 2,000 words on A4 paper)
- (10) Names, affiliations, and contact information of two persons who can inquire about the applicant (free format)
- (11) Certificate of degree conferred (copy of degree certificate is not acceptable)

*Please enclose a printout of these documents as well as a PDF file saved on a recording media.

11. Selection process

After screening of documents, applicants will be invited for interviews (presentations on education and research, questions and answers, etc.) and mock lectures on their areas of expertise. Travel expenses for interviews will not be provided.

12. Application Deadline

Must arrive no later than 5:00 p.m. on Monday, March 31, 2025

13. Submission address and inquiry

1 Honjo-machi, Saga City, 840-8502 Japan (〒840-8502)

To the Office for International Planning, Research Promotion Division, Academic Research Department, Saga University

TEL : 0952-28-8166 FAX : 0952-28-8883

E-mail : kokusai@mail.admin.saga-u.ac.jp

Please write in red on the front of the envelope, "Application for teaching positions at the Center for the Promotion of International Exchange" and send it by registered mail. Also, please notify the above

e-mail address that you have mailed the application. In principle, application documents will not be returned.



14. Publication Destination

Saga University Website : <http://www.saga-u.ac.jp/other/boshu.html>

JREC-IN

Please obtain the various forms of the above submission documents from the University's website.

15. Other

All personal information submitted will be properly managed in accordance with the University's regulations on the protection of personal information and will not be used for any purpose other than this selection process.

In addition, the University selects faculty members in accordance with the Basic Law for a Gender-Equal Society, the spirit of the Saga University Diversity Promotion Declaration (2009), and Positive Action.

(Office for Equality, Diversity, and Inclusion Website : <https://www.oedi.saga-u.ac.jp/>)



Curriculum Vitae

(Year, Month, Day)

NAME

(FAMILY NAME, First name)

Face
Photo

(3 cm× 4 cm)

Date of birth: Year Month Day (Age:)

Gender:

Home Address

Contact

Phone

E-mail

Current Position and Affiliation:

Degree	Year / Month	Degree

Educational Background	Year / Month	Educational Background

Occupational
Career

Year / Month	Occupational Career

License and qualification

Year / Month	License and qualification

Reward and punishment (※)

※ If you have any disciplinary measurements caused by sexual violence and so on including any harassment to students in the past, the contents of the measurements and their concrete reasons must be written.

Year / Month	Reward and punishment

I acknowledge that the above content is true and accurate, and I understand that any false statements may result in the cancellation of employment or disciplinary action.

Year

Month

Day

Signature

List of Research Achievement

Paper I : 1st Author: Recent 5 years:

Paper II : 1st Author: Recent 5 years:

Authored book : 1st Author: Recent 5 years:

Others : 1st Author: Recent 5 years:

Dissertation

Category Paper I is academic papers with review.

Category Paper II is academic papers except Paper I.

Paper I

Paper II

Authored book

Others

Statement of Research Achievements

Year Month Day

Name

Record of Competitive Research Funding

Year Month Day

Name

Funding Organization / Program Name	Research Topic	Implementation Period	Amount Obtained *Please specify the distinction between direct costs and indirect costs (Unit: thousands of yen)	Others (In the case of international collaborative research, please specify the partner country and the partner institution, etc.)
(Representative researcher)				
(Co-researcher)				